

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

This meeting will be clerked by Serena Van Schepdael. Please ensure that all apologies are made directly to the clerk of the meeting no later than 6pm on the day of the meeting.

Agenda for the meeting to be held on Thursday 12th November 2020 at 7.00pm on the Zooms Meeting Platform. The code for entry to this meeting is 853 2118 7934. Virtual Meeting guidance for Members of the Public can be found on the Meetings Page of the Sandbach Town Council Website.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

The Chair will adjourn the meeting to allow questions from members of the public. After the questions, the Chair will reconvene the meeting.

3. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 6th AUGUST 2020

4. FINANCIAL STATEMENTS: SECOND QUARTER [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation, Balance Sheet. Emailed: Variance Report.

Lead: Chair of Finance

Action: *To approve second quarter statements.*

5. PAYMENTS MADE [FINANCE]

[Attached: Schedule of Payments]

Lead: Chair of Finance

Action: *To approve the payments between 1st July to 30th September 2020.*

6. COVID 19 FINANCE UPDATE [FINANCE]

Attached: [Report]

Lead: Chair of Finance/Acting Responsible Finance Officer [A.RFO]

Action: To note and receive the updated report

7. FINANCIAL STATEMENTS [FINANCE]

Lead: Finance Officer/ A.RFO

Action: To receive verbal report from the Finance Officer as to which documents to include as part of Financial Statements.

8. INTEREST RATES [FINANCE]

Lead: Chair of Finance/ A.RFO

To note that interest rates have decreased from 0.2% to 0.01%, from approx. £130 pm to £6.25 on Business Reserve and £13.14 pm to 0.65p on Business Saver.

9. GRANT APPLICATIONS [FINANCE]

Attached: [Four Application forms]

Lead: Chair of Finance

Action: To approve grant applications from budget line Community Grants- 110-4350, payments to be delegated to the Finance Officer. Fund balance currently £15951.(£7,500 COVID and £8452 Community less £1000 19-20 resolution)

9.1 Crewe Gang Show [Update on previous application]

The applicant has been in contact and has given an update that the 2020 show has not gone ahead and has asked the Committee if they would like the grant returned. They were awarded £500.

9.2 St Johns School PFA

They have applied for £500 towards an outdoor learning area.

9.3 Dementia Friendly Sandbach

They have applied for a grant of £500 towards remote support costs to offer support during Covid-19.

9.4 Sandbach Animal Rescue

They have applied for a grant of £5,000 towards the refurbishment of internal and external premises and facilities.

9.5 Smile Group

They have applied for a grant of £2,340 towards facilitator costs for the Sandbach support group during Covid-19.

10. SPONSORSHIP [FINANCE]

Attached: [Report/ Update]

Lead: Chair of Finance

At the August 2020 F.P.G meeting, the committee requested a check to see if the Council can pay sponsorship.

Action: To discuss and recommend any resolutions made to Council for approval.

11. SLI RENT [FINANCE]

Attached: [Three invoices]

Lead: Chair of Finance

Rent for the SLI offices is paid to 30th November 2020, we are due to pay to 16th January 2021. Utility charges are due for the period 1st September 2019 to 31st August 2020.

- Action: 1: To approve SLI Trustees Office Rent invoice 36 to a value of £1079.50 [£899.58 plus £179.92 VAT] against the full invoice. Payment to be delegated to the Finance Officer, to be paid from 101-4121
- 2: To approve invoices 39 and 41 for Utility costs, a total of £3806.36 [£3648.10 plus £158.26 VAT] payment to be delegated to the Finance Officer and payment to be made on receipt of copy invoices from the SLI Trustees for charges issued, to be paid from 101-4122.

12. AGED DEBT [FINANCE]

- Attached: [Summary and breakdown of aged debts]
Lead: Chair of Finance/A.RFO
Action: To discuss overdue balances and to decide and recommend when to recommence with our Aged Debt Process in pursuing unpaid debts.

13. WRITE OFF [FINANCE]

- Attached: [Summary/report]
Lead: Chair of Finance/A.RFO
Action: To write off lost takings amount and to recommend to Council for approval.

14. BANK BALANCE [FINANCE/ GOVERNANCE AND POLICY]

- Attached: [Report/Summary]
Lead: Chair of Finance/ A.RFO
Action: To receive the report and to discuss possible ways forward, which will be presented as a future item.

15. EQUALITY POLICY [GOVERNANCE AND POLICY]

- Attached: [Equality Policy]
Lead: Chair of Finance
Action: To review and update. Last update: 2012.

16. CASH HANDLING POLICY [GOVERNANCE AND POLICY]

- Attached: [Cash Handling Policy]
Lead: Chair of Finance
Action: To review and update. Last update: July 2019.

17. GRANT FEEDBACK [FINANCE]

- Attached [Two feedback forms]
Lead: Chair of Finance
Action: To receive grant feedback.
17.1 Hope House Children's Hospice
17.2 Sandbach Heath (St. Johns) Playgroup

18. LETTERS OF THANKS

There are none

19. CORRESPONDENCE

Verbal update from Finance Officer.

20. ITEMS FOR THE NEXT MEETING

21. UNDISCHARGED RESOLUTIONS

There are none

22. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Finance, Policy and Governance Committee is Thursday 4th February 2021 at 7.00pm.

Finance, Policy and Governance Committee

Minutes for the meeting to be held on Thursday, 6th August 2020, which took place on Zoom.

In Attendance: Cllrs A Smith
R Hovey
G Merry
M Muldoon
L Crane
D Hegarty
S Corcoran
G Price Jones

Also present were the Finance Officer, Acting Town Clerk, Support Officer (Acting as meeting host) and one member of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received from:

Cllr S Kirkham
Cllr I Williams
Cllr D Jack
Cllr K Seymour
Cllr S Crane

2. DECLARATIONS OF INTEREST

There were none.

The Chair adjourned the meeting to allow questions from members of the public, as there were none the meeting reconvened.

3. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 30TH JUNE 2020

RESOLVED: That the minutes be approved as an accurate record.

4. FINANCIAL STATEMENTS: FIRST QUARTER

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation]

Lead: Chair of Finance/ Finance Officer
It was noted that there is a Finance report due later in the Agenda, so nothing to highlight at this point.

RESOLVED: That the financial statements are approved.

5. PAYMENTS MADE

Lead: Chair of Finance/ Finance Officer

RESOLVED: That the payments between 1st April to 30th June 2020 are approved.

6. COVID 19 FINANCE UPDATE

Lead: Chair of Finance

The Finance Officer presented the report as an initial investigation into the Income situation surround Covid-19 and highlighted that as per the end of the first quarter there is a loss in income of £35,090. This includes cancelled bookings in the Town Hall and loss of Market takings compared to 2019 (up to 18th June when the Markets re-commenced) The Finance Officer was asked to expand on the report to highlight a worst case scenario should events continue to be cancelled due to Covid-19 guidelines. The Finance Officer was thanked for her work so far.

RESOLVED: That the report be noted and received, and that the Finance Officer update as requested.

7. GRANT APPLICATIONS

Lead: Chair of Finance

7.1 GB Athlete

A letter was received regarding financial support for a local Team GB Snowboarder, since the initial email it has been updated that the goal is now the Winter Olympic in 2026.

RESOLVED: That a grant of £250 is approved.

7.2 Brereton Handbell Ringers

They applied for a grant of £1,000 towards a project of £1,500 to service and re-tune 49 handbells.

RESOLVED: That the grant of £1,000 is approved.

7.3 Lifeline Debt Advice

They applied for a grant of £650 towards a project of £650 to purchase a laptop and mobile phone.

RESOLVED: That the grant of £650 is approved.

7.4 Hope House Children's Hospice

They applied for a grant of £250 towards a project of £14,250 to purchase a 'Cuddle-bed'

RESOLVED: That the grant of £250 is approved.

7.5 Sandbach Karate Club

They applied for a grant of £1,898.28 towards a project of £3,392.28 towards karate mats.

RESOLVED: That the grant of £1,898.28 is approved.

8. APPROVAL OF CHRISTMAS LIGHTS SCHEME QUOTE AND PAYMENT

Lead: Chair of Finance

A request to approve payment for the installation of Christmas Lights to replicate those in place for 2019 was made, to a total of £8,000 plus Vat. It was noted that the total scheme for 2020 is £23,605 plus VAT (This includes the Cobbled square scheme which has been approved under separate quotation by Full Council (TCM16.07.2020)) Payment to be delegated to the Finance Officer from budget line 110-4508.

RESOLVED: That the payment is approved on the arrival of the invoice.

9. DIRECT DEBIT AND BACS

Lead: Finance Officer

The Finance Officer presented the report and asked for approval to continue to pay suppliers by Direct Debits and BACS.

RESOLVED: i-That the Direct Debit List is noted by the Committee
 iii-That the Committee recommend the Direct Debit list to Full Council for approval to continue to pay suppliers by Direct Debit.
 iiiii-That the Committee recommend the request to continue to pay suppliers by BACS to Full Council for approval.

10. COVID-19 GRANT SCHEME

Lead: Chair of Finance

The Press release was presented to the Committee for approval, it was noted that Council has already approved the scheme to invite applications for the Covid Grant scheme, this was a request to approve the press release.

The Chair noted that he would look into the current criteria as some additions would be required as it was mentioned that some organisations may struggle long term and may need to make additional applications to the fund, and send this and some guidance information out to the Committee.

The Finance officer highlighted that the Community Fund applicants would still be made and asked the Committee to consider that when applications arrive, it was discussed that an amount should be set to one side for Covid 19 applications.

RESOLVED: i: That the Press is approved.
 ii: That an amount of £7,500 is to be set aside from the Community Grants budget for these applications.

11. TAKINGS

Lead: Chair of Finance/ Finance Officer

The Finance Officer highlighted the issues in the report and noted: That the takings from 19th March 2020 remain missing and have not been banked and that this was reported to the Responsible Finance Officer on 20th April 2020 as soon as it became clear that the takings had not been banked.

Full checks have taken place and the Finance Officer confirmed: That £463 was taken on that day that this has not been banked and that there is a Cash Handling Policy in place that covers the procedure and guidelines of how cash handling and takings should be dealt with and if followed would prevent some issues occurring, the procedures were unfortunately not followed on this occasion.

The cash and bank paying in book remain missing.

RESOLVED: That the report is received and that the Finance Officer works towards looking at cashless takings/ invoicing/ electronic system for the Market taking monies.

12. GRANT FEEDBACK

Lead: Chair of Finance/Finance Officer

12.1 Sandbach Karate Club – Koshido-Ryu Sandbach Karate Centres

- 12.2 Act It Out
12.3 Verbal report from Finance Officer, who highlighted that there are 3 feedback forms outstanding for 2019-20, and passed on thanks from 2 Annual Grant recipient, Foden's and Sandbach Woodland and Wildlife Group.

RESOLVED: That the feedback is received.

13. LETTERS OF THANKS

There were none.

14. CORRESPONDENCE

There was none.

15. ITEMS FOR THE NEXT MEETING

Two items were requested, Covid19 Income update and Sandbach Partnership SLA.

16. UNDISCHARGED RESOLUTIONS

Lead: Chair of Finance/ Finance Officer

16.1 **SANDBACH PARTNERSHIP SLA**

It was noted that due to Covid-19 no one has been available at the Partnership, and that Cllr Jack was not present at this meeting for an update.

RESOLVED: That the report and undischarged item is noted, and an update requested for the next meeting.

17. DATE AND TIME OF NEXT MEETINGS

Pre-Budget setting discussions are being held on Tuesday 13th October 2020 and Tuesday 10th November 2020 at 7.00pm, Full Council will be invited to attend. The date of the next meeting of the **Finance, Policy and Governance Committee** is Thursday 12th November 2020 at 7.00pm.

Meeting closed 8.04pm

Cllr A Smith, Chair

SVS

Date: 09/07/2020

Sandbach Town Council

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Time: 12:57

Bank Reconciliation Statement as at 30/06/2020
for Cashbook 1 - Current/Reserve Bank A/c's

User: SVS

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
Current Account 72702729	30/06/2020	2003	1,000.00
Business Reserve 91519578	30/06/2020	2003	784,918.80
			<u>785,918.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/02/2020 5555 Cheshire East Council		105.00	
			<u>105.00</u>
			785,813.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			785,813.80
		Balance per Cash Book is :-	785,813.80
		Difference is :-	0.00

Alan Smith 28/JULY/2020

Date: 09/07/2020
Time: 12:58

Sandbach Town Council

Bank Reconciliation Statement as at 30/06/2020
for Cashbook 2 - Bonus Saver

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/06/2020	2003	85,168.43
			<hr/> 85,168.43
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,168.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,168.43
		Balance per Cash Book is :-	85,168.43
		Difference is :-	0.00

Alan Smith 28 / JULY / 2020

27/07/2020

Sandbach Town Council

10:55

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Town Council Income								
1176 Precept	667,543	343,596	687,192	343,596			50.0%	
1190 Interest Received	1,598	313	800	487			39.1%	
Town Council Income :- Income	669,141	343,909	687,992	344,083			50.0%	0
Net Income	669,141	343,909	687,992	344,083				
101 Administration								
4100 Mayor's Allowance	2,167	0	2,000	2,000	2,000	2,000	0.0%	
4101 Civic & Ceremonial	1,295	145	2,500	2,355	2,355	2,355	5.8%	
4108 Outlook 365	2,275	0	0	0	0	0	0.0%	
4110 ICT Support/Packages	5,647	1,972	8,950	6,978	6,978	6,978	22.0%	
4111 Subscriptions	3,341	1,629	3,600	1,971	1,971	1,971	45.2%	
4112 Audit Fees	3,890	0	0	0	0	0	0.0%	
4114 Accountancy & Audit Services	3,550	3,240	8,200	4,960	4,960	4,960	39.5%	
4120 Insurance	7,050	578	10,000	9,422	9,422	9,422	5.8%	
4121 Rent- SLI	7,120	0	7,120	7,120	7,120	7,120	0.0%	
4122 Utilities - SLI	3,843	0	3,500	3,500	3,500	3,500	0.0%	
4123 Telephones	1,913	490	2,500	2,010	2,010	2,010	19.6%	
4130 Stationery	1,486	131	1,500	1,369	1,369	1,369	8.7%	
4131 Photocopying	719	113	1,000	887	887	887	11.3%	
4135 Postages	152	0	400	400	400	400	0.0%	
4136 Election costs	0	0	8,000	8,000	8,000	8,000	0.0%	
4140 Office Furniture	(341)	0	0	0	0	0	0.0%	
4141 Office Equipment/Furniture	9,126	100	8,500	8,400	8,400	8,400	1.2%	
4142 Office Maintenance	159	0	500	500	500	500	0.0%	
4150 Travelling Expenses	80	0	500	500	500	500	0.0%	
4151 Training	1,654	15	4,000	3,985	3,985	3,985	0.4%	
4152 HR & H&S Support	2,496	605	3,000	2,395	2,395	2,395	20.2%	
4196 Hospitality	71	0	0	0	0	0	0.0%	
4197 Bank Charges	2,202	182	2,500	2,318	2,318	2,318	7.3%	
4198 Cleaning	150	0	0	0	0	0	0.0%	
4199 Other Expenses	59	0	550	550	550	550	0.0%	
4400 Storage Unit Rental	3,653	(249)	0	249	249	249	0.0%	
4630 Legal Fees	0	0	1,500	1,500	1,500	1,500	0.0%	
6091 Covid-19	0	1,035	0	(1,035)	(1,035)	(1,035)	0.0%	
6140 Waste Disposal	1,023	137	1,350	1,213	1,213	1,213	10.1%	
6290 Advertising	854	614	800	186	186	186	76.8%	
Administration :- Indirect Expenditure	65,634	10,736	82,470	71,734	0	71,734	13.0%	0
Net Expenditure	(65,634)	(10,736)	(82,470)	(71,734)				

27/07/2020

Sandbach Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Staff Costs								
4000 Salaries	122,633	31,385	127,500	96,115		96,115	24.6%	
4001 Employer's NI	12,011	3,019	11,100	8,081		8,081	27.2%	
4002 Employer's Superannuation	25,229	6,694	27,800	21,106		21,106	24.1%	
Staff Costs :- Indirect Expenditure	159,873	41,098	166,400	125,302	0	125,302	24.7%	0
Net Expenditure	(159,873)	(41,098)	(166,400)	(125,302)				
105 Publicity								
4300 Newsletter Printing	4,134	0	4,740	4,740		4,740	0.0%	
4310 Website Maintenance	489	0	420	420		420	0.0%	
Publicity :- Indirect Expenditure	4,623	0	5,160	5,160	0	5,160	0.0%	0
Net Expenditure	(4,623)	0	(5,160)	(5,160)				
110 Grants/Discretionary Payments								
4500 Transport Festival	12,000	0	12,000	12,000		12,000	0.0%	
4503 Hanging Baskets	7,109	145	8,000	7,855		7,855	1.8%	
4508 Christmas Lights	13,367	0	27,500	27,500		27,500	0.0%	
4515 Concert Series	2,500	2,500	2,500	0		0	100.0%	
4530 Community Grants	7,904	0	20,000	20,000		20,000	0.0%	
4550 Foden's Sponsorship	7,500	7,500	7,500	0		0	100.0%	
4551 Town Crier Honorarium	750	0	750	750		750	0.0%	
4560 Churchyard Maintenance	1,580	1,580	1,580	0		0	100.0%	
4573 Woodland and Wildlife	1,800	1,500	1,500	0		0	100.0%	
4598 Other Payments	0	0	300	300		300	0.0%	
4599 Other Regular Donations	100	0	0	0		0	0.0%	
4601 Sandbach Partnership	10,000	0	10,000	10,000		10,000	0.0%	
4611 Remembrance Parade	243	0	250	250		250	0.0%	
4640 CCTV Contribution	5,700	0	5,700	5,700		5,700	0.0%	
4660 Allotments	1,000	1,000	1,000	0		0	100.0%	
4664 Sandbach Clean Team	500	520	520	0		0	100.0%	
Grants/Discretionary Payments :- Indirect Expenditure	72,052	14,745	99,100	84,355	0	84,355	14.9%	0
Net Expenditure	(72,052)	(14,745)	(99,100)	(84,355)				
140 Community Events								
4810 Events Income	6,682	0	0	0			0.0%	
Community Events :- Income	6,682	0	0	0				0
4820 Community Events	13,785	0	3,200	3,200		3,200	0.0%	
Community Events :- Indirect Expenditure	13,785	0	3,200	3,200	0	3,200		0
Net Income over Expenditure	(7,103)	0	(3,200)	(3,200)				



Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Sandbach Town Hall								
4801 Ticket income	3,792	0	8,000	8,000			0.0%	
4806 Refreshment sales	6,265	0	8,000	8,000			0.0%	
4807 Cinema Income	6,468	0	6,600	6,600			0.0%	
4808 Catering Income	663	0	0	0			0.0%	
4809 Town Hall other income	283	0	0	0			0.0%	
6000 Town Hall hire fees	66,394	(263)	70,000	70,263			(0.4%)	
6002 Town Hall Bar income	24,673	0	35,000	35,000			0.0%	
Sandbach Town Hall :- Income	108,537	(263)	127,600	127,863			(0.2%)	0
4831 Town Hall Events Costs	2,739	350	1,000	650		650	35.0%	
4838 Cinema Costs	4,863	458	5,500	5,042		5,042	8.3%	
4839 Catering Purchases	963	0	0	0		0	0.0%	
4840 Refreshment purchases	956	1	1,750	1,749		1,749	0.1%	
6010 Town Hall Bar Purchases	11,191	0	17,500	17,500		17,500	0.0%	
Sandbach Town Hall :- Direct Expenditure	20,712	809	25,750	24,941	0	24,941	3.1%	0
4670 Approved purchases	0	0	24,543	24,543		24,543	0.0%	
6020 Town Hall Salaries	86,467	18,009	107,500	89,491		89,491	16.8%	
6021 Employers NIC	4,544	1,078	5,100	4,022		4,022	21.1%	
6022 Superannuation	9,698	2,828	13,600	10,772		10,772	20.8%	
6070 Training	418	0	660	660		660	0.0%	
6080 Maintenance	5,587	725	4,640	3,915		3,915	15.6%	
6091 Covid-19	0	707	0	(707)		(707)	0.0%	
6100 Light and Heat	13,873	3,274	10,000	6,726		6,726	32.7%	
6110 Rates and Water	7,548	1,540	8,000	6,460		6,460	19.3%	
6120 Repairs	3,569	1,158	4,000	2,842		2,842	29.0%	
6124 Condition Survey	278	250	35,990	35,740		35,740	0.7%	
6140 Waste Disposal	1,397	206	1,450	1,244		1,244	14.2%	
6150 Security	0	0	500	500		500	0.0%	
6220 Cleaning	1,815	144	3,000	2,857		2,857	4.8%	
6230 Equipment renewals	5,159	88	3,000	2,912		2,912	2.9%	
6280 Telephone	4,818	1,180	4,000	2,820		2,820	29.5%	
6300 Performing Rights Licence	11	774	800	26		26	96.8%	
6310 Premises Licence	200	0	500	500		500	0.0%	
6340 Marketing	536	0	2,000	2,000		2,000	0.0%	
6350 Irrecoverable VAT	6,632	0	6,250	6,250		6,250	0.0%	
7000 Public Works Loan Board	29,605	12,336	29,606	17,270		17,270	41.7%	
Sandbach Town Hall :- Indirect Expenditure	182,155	44,297	265,139	220,842	0	220,842	16.7%	0
Net Income over Expenditure	(94,330)	(45,368)	(163,289)	(117,921)				

27/07/2020

Sandbach Town Council

10:55

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
182 Car Parks								
4619 Car Parks refurbishment	0	0	100,947	100,947		100,947	0.0%	
6080 Maintenance	18	0	500	500		500	0.0%	
Car Parks :- Indirect Expenditure	18	0	101,447	101,447	0	101,447	0.0%	0
Net Expenditure	(18)	0	(101,447)	(101,447)				
184 Town Hall Shop Units								
6005 Town Hall Shop Units	15,850	3,962	15,850	11,888			25.0%	
Town Hall Shop Units :- Income	15,850	3,962	15,850	11,888			25.0%	0
6351 Town Hall Units Expenditure	916	0	1,500	1,500		1,500	0.0%	
Town Hall Shop Units :- Indirect Expenditure	916	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	14,934	3,962	14,350	10,388				
185 Ranger								
6230 Equipment renewals	0	0	12,000	12,000		12,000	0.0%	
Ranger :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
190 Outdoor Market								
1905 Outdoor Market Income	22,996	283	45,000	44,717			0.6%	
1906 Christmas Markets	3,866	0	0	0			0.0%	
1907 Other Market Income	3,035	100	0	(100)			0.0%	
1911 Gazebo Income	4,556	0	0	0			0.0%	
Outdoor Market :- Income	34,453	383	45,000	44,617			0.9%	0
4670 Approved purchases	0	0	5,284	5,284		5,284	0.0%	
6021 Employers NIC	1,467	431	1,400	969		969	30.8%	
6022 Superannuation	3,281	1,006	3,700	2,694		2,694	27.2%	
6023 Market wages	36,514	7,650	34,000	26,350		26,350	22.5%	
6070 Training	698	0	1,060	1,060		1,060	0.0%	
6080 Maintenance	265	49	2,000	1,951		1,951	2.4%	
6090 Health and Safety	262	0	450	450		450	0.0%	
6091 Covid-19	0	246	0	(246)		(246)	0.0%	
6100 Light and Heat	288	61	500	439		439	12.1%	
6110 Rates and Water	7,457	1,406	8,500	7,094		7,094	16.5%	
6120 Repairs	0	0	500	500		500	0.0%	
6124 Condition Survey	0	0	150	150		150	0.0%	
6140 Waste Disposal	4,581	55	5,000	4,945		4,945	1.1%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Motor expenses	11,827	444	4,500	4,056		4,056	9.9%	349
6230 Equipment renewals	1,895	0	3,000	3,000		3,000	0.0%	
6280 Telephone	155	32	175	143		143	18.4%	
6290 Advertising	1,807	0	2,500	2,500		2,500	0.0%	
6350 Irrecoverable VAT	1,563	0	3,125	3,125		3,125	0.0%	
6352 Christmas Market costs	2,179	0	0	0		0	0.0%	
Outdoor Market :- Indirect Expenditure	74,239	11,379	75,844	64,465	0	64,465	15.0%	349
Net Income over Expenditure	(39,786)	(10,996)	(30,844)	(19,848)				
9000 plus Transfer from EMR	0	349						
Movement to/(from) Gen Reserve	(39,786)	(10,647)						
191 Indoor Market								
1901 Indoor Market Income	36,089	526	35,000	34,474			1.5%	
1907 Other Market Income	4,568	0	0	0			0.0%	
Indoor Market :- Income	40,656	526	35,000	34,474			1.5%	0
4613 Indoor Market Hall Project	21,837	0	0	0		0	0.0%	
6021 Employers NIC	688	185	600	415		415	30.8%	
6022 Superannuation	1,874	431	1,600	1,169		1,169	27.0%	
6023 Market wages	9,047	2,278	10,000	7,722		7,722	22.8%	
6070 Training	148	0	260	260		260	0.0%	
6080 Maintenance	638	0	800	800		800	0.0%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	0	337	0	(337)		(337)	0.0%	
6100 Light and Heat	2,161	619	7,000	6,381		6,381	8.8%	
6110 Rates and Water	5,155	1,523	5,750	4,227		4,227	26.5%	
6120 Repairs	309	280	1,600	1,320		1,320	17.5%	
6124 Condition Survey	0	0	24,600	24,600		24,600	0.0%	
6140 Waste Disposal	1,139	145	1,300	1,155		1,155	11.2%	
6220 Cleaning	414	0	500	500		500	0.0%	
6230 Equipment renewals	734	0	1,000	1,000		1,000	0.0%	
6280 Telephone	62	14	720	706		706	1.9%	
6291 Market Hall Advertising	1,737	0	250	250		250	0.0%	
6350 Irrecoverable VAT	1,979	0	3,125	3,125		3,125	0.0%	
Indoor Market :- Indirect Expenditure	47,921	5,812	59,555	53,743	0	53,743	9.8%	0
Net Income over Expenditure	(7,265)	(5,286)	(24,555)	(19,269)				

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Sandbach Town Council

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Public Conveniences								
6100 Light and Heat	444	115	600	485		485	19.1%	
6110 Rates and Water	1,706	618	2,500	1,882		1,882	24.7%	
6120 Repairs	1,103	0	1,000	1,000		1,000	0.0%	
6124 Condition Survey	420	0	75	75		75	0.0%	
6140 Waste Disposal	88	0	250	250		250	0.0%	
6400 Supplies (Public Conveniences)	672	64	1,000	936		936	6.4%	
6402 Vandalism Repairs	740	0	1,500	1,500		1,500	0.0%	
6406 Contract Cleaning	13,104	2,296	13,500	11,204		11,204	17.0%	
Public Conveniences :- Indirect Expenditure	18,277	3,093	20,425	17,332	0	17,332	15.1%	0
Net Expenditure	(18,277)	(3,093)	(20,425)	(17,332)				
400 Projects								
1192 Community Inf. Levy	0	2,006	0	(2,006)			0.0%	
Projects :- Income	0	2,006	0	(2,006)				0
4600 Projects	200	0	1,000	1,000		1,000	0.0%	
4603 Parks/Play Areas	15,000	0	0	0		0	0.0%	
4604 Tidy Town	133	0	500	500		500	0.0%	
4616 Town Hall Office	48,228	0	0	0		0	0.0%	
4625 Benches/Street Furniture	480	0	500	500		500	0.0%	
4626 Community/Pubwatch	0	0	6,000	6,000		6,000	0.0%	
4627 CCTV Projects	0	0	10,000	10,000		10,000	0.0%	
4628 Public toilet refurb.	0	0	50,000	50,000		50,000	0.0%	
4629 Repay Loan/Commit	0	0	52,382	52,382		52,382	0.0%	
4645 Project Management Cons Fees	4,300	0	0	0		0	0.0%	
4648 Neighbourhood Plan	138	0	0	0		0	0.0%	
4667 Asset Maintenance Prov	0	0	10,000	10,000		10,000	0.0%	
4670 Approved purchases	4,003	0	0	0		0	0.0%	
6350 Irrecoverable VAT	6,449	0	0	0		0	0.0%	
6500 Christmas Trees	1,650	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	80,581	0	130,382	130,382	0	130,382		0
Net Income over Expenditure	(80,581)	2,006	(130,382)	(132,388)				
Grand Totals:- Income	875,319	350,523	911,442	560,919			38.5%	
Expenditure	740,786	131,969	1,048,372	916,403	0	916,403	12.6%	
Net Income over Expenditure	134,533	218,554	(136,930)	(355,484)				
plus Transfer from EMR	0	349						
Movement to/(from) Gen Reserve	134,533	218,903						

Sandbach Town Council
 Summary of Accounts 2020-2021
 Income and Expenditure report
 Quarter 1 figures
 Pre VAT completion

	Actual Last Year	Current Annual Bud	Quarter 1 Actual	Variance Annual Total	Funds Available	% Of Budget
100 Town Council Income						
Income	669,141	687,992	343,969	344,083		50.0%
101 Administration						
Expenditure	65,634	82,470	10,736	71,734	71,734	13.0%
102 Staff Costs						
Expenditure	159,873	166,400	41,098	125,302	125,302	24.7%
105 Publicity						
Expenditure	4,623	5,160	-	5,160	5,160	0.0%
Income	-	-	-	-	-	0.0%
110 Grants/Discretionary Payments						
Expenditure	72,052	99,100	14,745	84,355	84,355	14.9%
140 Community Events						
Expenditure	13,785	3,200	-	3,200	3,200	0.0%
Income	6,682	-	-	-	-	0.0%
180 Sandbach Town Hall						
Expenditure	202,867	290,889	45,105	245,784	245,784	15.5%
Income	108,537	127,600	263	127,863	127,863	-2.0%
182 Car Parks						
Expenditure	18	101,447	-	101,447	101,447	0.0%
184 Town Hall Shop Units						
Expenditure	916	1,500	-	1,500	1,500	0.0%
Income	15,850	15,850	3,962	11,888		25.0%
185 Ranger						
Expenditure		12,000	-	12,000	12,000	0.0%
190 Outdoor Market						
Expenditure	74,239	75,844	11,379	64,465	64,465	15.0%
Income	34,453	45,000	383	44,617		0.9%
191 Indoor Market						
Expenditure	47,921	59,555	5,812	53,743	53,743	9.8%
Income	40,656	35,000	526	34,474		1.5%
200 Public Conveniences						
Expenditure	18,277	20,425	3,093	17,332	17,332	15.1%
400 Projects						
Expenditure	80,581	130,382	-	130,382	130,382	
Income	-	-	2,006	-	-	
INCOME - EXPENDITURE TOTALS						
Expenditure	740,786	1,048,372	131,969			
Income	875,319	911,442	350,523			
Net Expenditure over Income	- 134,533	136,930	- 218,554			



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Sandbach Town Council
 Summary of Accounts 2020-2021
 Income and Expenditure report
 Quarter 2 figures

	Actual Last Year	Current Annual Bud	Quarter 1 Actual	Quarter 2 Actual	Total Actual Year to date	Variance Annual Total	Funds Available	% Of Budget
100 Town Council Income	669,141	687,992	343,909	368,619	712,528	-	-	103.6%
Income	669,141	687,992	343,909	368,619	712,528	-	-	103.6%
101 Administration	65,634	82,470	10,736	16,416	27,152	55,318	71,734	32.9%
Expenditure	65,634	82,470	10,736	16,416	27,152	55,318	71,734	32.9%
102 Staff Costs	159,873	166,400	41,098	45,558	86,656	79,744	125,302	52.1%
Expenditure	159,873	166,400	41,098	45,558	86,656	79,744	125,302	52.1%
105 Publicity	4,623	5,160	-	218	218	4,942	5,160	4.2%
Expenditure	4,623	5,160	-	218	218	4,942	5,160	4.2%
110 Grants/Discretionary Payments	72,052	99,100	14,745	9,499	24,244	74,856	84,355	24.5%
Expenditure	72,052	99,100	14,745	9,499	24,244	74,856	84,355	24.5%
140 Community Events	13,785	3,200	-	105	105	3,305	3,200	-3.3%
Expenditure	13,785	3,200	-	105	105	3,305	3,200	-3.3%
180 Sandbach Town Hall	202,867	290,889	45,105	36,368	81,473	209,416	245,784	28.0%
Expenditure	202,867	290,889	45,105	36,368	81,473	209,416	245,784	28.0%
Income	108,537	127,600	263	749	486	-	127,863	0.4%
182 Car Parks	18	101,447	-	40	40	101,407	101,447	0.0%
Expenditure	18	101,447	-	40	40	101,407	101,447	0.0%
184 Town Hall Shop Units	916	1,500	-	108	108	1,392	1,500	7.2%
Expenditure	916	1,500	-	108	108	1,392	1,500	7.2%
Income	15,850	15,850	3,962	3,963	7,925	-	-	50.0%
185 Ranger	-	12,000	-	562	562	11,438	12,000	4.7%
Expenditure	-	12,000	-	562	562	11,438	12,000	4.7%
190 Outdoor Market	74,239	75,844	11,379	13,414	24,793	51,051	64,465	32.7%
Expenditure	74,239	75,844	11,379	13,414	24,793	51,051	64,465	32.7%
Income	34,453	45,000	383	5,229	5,612	-	-	12.5%
191 Indoor Market	47,921	59,555	5,812	9,893	15,705	43,850	53,733	26.4%
Expenditure	47,921	59,555	5,812	9,893	15,705	43,850	53,733	26.4%
Income	40,656	35,000	526	9,165	9,691	-	-	27.7%
200 Public Conveniences	18,277	20,425	3,093	2,465	5,558	14,867	17,332	27.2%
Expenditure	18,277	20,425	3,093	2,465	5,558	14,867	17,332	27.2%
400 Projects	80,581	130,382	-	112	112	130,270	130,382	1.0%
Expenditure	80,581	130,382	-	112	112	130,270	130,382	1.0%
Income	-	-	2,006	-	2,006	-	-	0.0%
INCOME - EXPENDITURE TOTALS	740,786	1,048,372	131,969	134,548	266,517	781,855		
Expenditure	740,786	1,048,372	131,969	134,548	266,517	781,855		
Income	875,319	911,442	350,523	387,724	738,247	173,195		
Net Expenditure over Income	-	136,930	218,554	690,284	471,730	608,660		
Plus Transfers from Reserves	-	-	-	409	409	-		

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Town Council Income								
1176 Precept	667,543	687,192	687,192	0			100.0%	
1190 Interest Received	1,598	336	800	464			42.0%	
1912 Other income	0	25,000	0	(25,000)			0.0%	
Town Council Income :- Income	669,141	712,528	687,992	(24,536)			103.6%	0
Net Income	669,141	712,528	687,992	(24,536)				
101 Administration								
4100 Mayor's Allowance	2,167	545	2,000	1,455		1,455	27.3%	
4101 Civic & Ceremonial	1,295	194	2,500	2,306		2,306	7.8%	
4108 Outlook 365	2,275	0	0	0		0	0.0%	
4110 ICT Support/Packages	5,647	3,670	8,950	5,280		5,280	41.0%	
4111 Subscriptions	3,341	3,164	3,600	436		436	87.9%	
4112 Audit Fees	3,890	0	0	0		0	0.0%	
4114 Accountancy & Audit Services	3,550	3,240	8,200	4,960		4,960	39.5%	
4120 Insurance	7,050	6,488	10,000	3,512		3,512	64.9%	
4121 Rent- SLI	7,120	3,560	7,120	3,560		3,560	50.0%	
4122 Utilities - SLI	3,843	0	3,500	3,500		3,500	0.0%	
4123 Telephones	1,913	975	2,500	1,525		1,525	39.0%	
4130 Stationery	1,486	209	1,500	1,291		1,291	13.9%	
4131 Photocopying	719	210	1,000	790		790	21.0%	
4135 Postages	152	0	400	400		400	0.0%	
4136 Election costs	0	0	8,000	8,000		8,000	0.0%	
4140 Office Furniture	(341)	0	0	0		0	0.0%	
4141 Office Equipment/Furniture	9,126	197	8,500	8,303		8,303	2.3%	
4142 Office Maintenance	159	0	500	500		500	0.0%	
4150 Travelling Expenses	80	0	500	500		500	0.0%	
4151 Training	1,654	30	4,000	3,970		3,970	0.8%	
4152 HR & H&S Support	2,496	1,720	3,000	1,280		1,280	57.3%	
4196 Hospitality	71	0	0	0		0	0.0%	
4197 Bank Charges	2,202	415	2,500	2,085		2,085	16.6%	
4198 Cleaning	150	0	0	0		0	0.0%	
4199 Other Expenses	59	0	550	550		550	0.0%	
4400 Storage Unit Rental	3,653	(249)	0	249		249	0.0%	
4630 Legal Fees	0	500	1,500	1,000		1,000	33.3%	
6091 Covid-19	0	1,035	0	(1,035)		(1,035)	0.0%	
6140 Waste Disposal	1,023	634	1,350	716		716	46.9%	
6290 Advertising	854	614	800	186		186	76.8%	
Administration :- Indirect Expenditure	65,634	27,152	82,470	55,318	0	55,318	32.9%	0
Net Expenditure	(65,634)	(27,152)	(82,470)	(55,318)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Staff Costs								
4000 Salaries	122,633	66,228	127,500	61,272		61,272	51.9%	
4001 Employer's NI	12,011	6,515	11,100	4,585		4,585	58.7%	
4002 Employer's Superannuation	25,229	13,913	27,800	13,887		13,887	50.0%	
Staff Costs :- Indirect Expenditure	159,873	86,656	166,400	79,744	0	79,744	52.1%	0
Net Expenditure	(159,873)	(86,656)	(166,400)	(79,744)				
105 Publicity								
4300 Newsletter Printing	4,134	0	4,740	4,740		4,740	0.0%	
4310 Website Maintenance	489	218	420	202		202	51.9%	
Publicity :- Indirect Expenditure	4,623	218	5,160	4,942	0	4,942	4.2%	0
Net Expenditure	(4,623)	(218)	(5,160)	(4,942)				
110 Grants/Discretionary Payments								
4500 Transport Festival	12,000	0	12,000	12,000		12,000	0.0%	
4503 Hanging Baskets	7,109	145	8,000	7,855		7,855	1.8%	
4508 Christmas Lights	13,367	0	27,500	27,500		27,500	0.0%	
4515 Concert Series	2,500	2,500	2,500	0		0	100.0%	
4530 Community Grants	7,904	3,048	20,000	16,952		16,952	15.2%	
4550 Foden's Sponsorship	7,500	7,500	7,500	0		0	100.0%	
4551 Town Crier Honorarium	750	750	750	0		0	100.0%	
4560 Churchyard Maintenance	1,580	1,580	1,580	0		0	100.0%	
4573 Woodland and Wildlife	1,800	1,500	1,500	0		0	100.0%	
4599 Other Regular Donations	100	0	300	300		300	0.0%	
4601 Sandbach Partnership	10,000	0	10,000	10,000		10,000	0.0%	
4611 Remembrance Parade	243	0	250	250		250	0.0%	
4640 CCTV Contribution	5,700	5,700	5,700	0		0	100.0%	
4660 Allotments	1,000	1,000	1,000	0		0	100.0%	
4664 Sandbach Clean Team	500	520	520	0		0	100.0%	
Grants/Discretionary Payments :- Indirect Expenditure	72,052	24,244	99,100	74,856	0	74,856	24.5%	0
Net Expenditure	(72,052)	(24,244)	(99,100)	(74,856)				
140 Community Events								
4810 Events Income	6,682	0	0	0			0.0%	
Community Events :- Income	6,682	0	0	0				0
4820 Community Events	13,785	(105)	3,200	3,305		3,305	(3.3%)	
Community Events :- Indirect Expenditure	13,785	(105)	3,200	3,305	0	3,305	(3.3%)	0
Net Income over Expenditure	(7,103)	105	(3,200)	(3,305)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Sandbach Town Hall								
4801 Ticket Income	3,792	0	8,000	8,000			0.0%	
4806 Refreshment sales	6,265	(2)	8,000	8,002			0.0%	
4807 Cinema Income	6,468	0	6,600	6,600			0.0%	
4808 Catering Income	663	0	0	0			0.0%	
4809 Town Hall other income	283	0	0	0			0.0%	
6000 Town Hall hire fees	66,394	487	70,000	69,513			0.7%	
6002 Town Hall Bar Income	24,673	0	35,000	35,000			0.0%	
Sandbach Town Hall :- Income	108,537	486	127,600	127,115			0.4%	0
4831 Town Hall Events Costs	2,739	452	1,000	548		548	45.2%	
4838 Cinema Costs	4,863	458	5,500	5,042		5,042	8.3%	
4839 Catering Purchases	963	0	0	0		0	0.0%	
4840 Refreshment purchases	956	1	1,750	1,749		1,749	0.1%	
6010 Town Hall Bar Purchases	11,191	0	17,500	17,500		17,500	0.0%	
Sandbach Town Hall :- Direct Expenditure	20,712	911	25,750	24,839	0	24,839	3.5%	0
4670 Approved purchases	0	0	24,543	24,543		24,543	0.0%	
6020 Town Hall Salaries	86,467	34,734	107,500	72,766		72,766	32.3%	
6021 Employers NIC	4,544	2,234	5,100	2,866		2,866	43.8%	
6022 Superannuation	9,698	5,785	13,600	7,815		7,815	42.5%	
6070 Training	418	0	660	660		660	0.0%	
6080 Maintenance	5,587	1,239	4,640	3,401		3,401	26.7%	
6091 Covid-19	0	2,108	0	(2,108)		(2,108)	0.0%	
6100 Light and Heat	13,873	4,496	10,000	5,504		5,504	45.0%	
6110 Rates and Water	7,548	3,412	8,000	4,588		4,588	42.7%	
6120 Repairs	3,569	1,834	4,000	2,166		2,166	45.9%	
6124 Condition Survey	278	250	35,990	35,740		35,740	0.7%	
6140 Waste Disposal	1,397	607	1,450	843		843	41.9%	
6150 Security	0	35	500	465		465	7.0%	
6220 Cleaning	1,815	2,074	3,000	926		926	69.1%	
6230 Equipment renewals	5,159	88	3,000	2,912		2,912	2.9%	
6280 Telephone	4,818	2,360	4,000	1,640		1,640	59.0%	
6300 Performing Rights Licence	11	774	800	26		26	96.8%	
6310 Premises Licence	200	180	500	320		320	36.0%	
6340 Marketing	536	0	2,000	2,000		2,000	0.0%	
6350 Irrecoverable VAT	6,632	3,548	6,250	2,702		2,702	56.8%	
7000 Public Works Loan Board	29,605	14,803	29,606	14,803		14,803	50.0%	
Sandbach Town Hall :- Indirect Expenditure	182,155	80,563	265,139	184,576	0	184,576	30.4%	0
Net Income over Expenditure	(94,330)	(80,988)	(163,289)	(82,301)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
182 Car Parks								
4619 Car Parks refurbishment	0	0	100,947	100,947		100,947	0.0%	
6080 Maintenance	18	40	500	460		460	8.1%	
Car Parks :- Indirect Expenditure	18	40	101,447	101,407	0	101,407	0.0%	0
Net Expenditure	(18)	(40)	(101,447)	(101,407)				
184 Town Hall Shop Units								
6005 Town Hall Shop Units	15,850	7,925	15,850	7,925			50.0%	
Town Hall Shop Units :- Income	15,850	7,925	15,850	7,925			50.0%	0
6351 Town Hall Units Expenditure	916	108	1,500	1,392		1,392	7.2%	
Town Hall Shop Units :- Indirect Expenditure	916	108	1,500	1,392	0	1,392	7.2%	0
Net Income over Expenditure	14,934	7,817	14,350	6,533				
185 Ranger								
6230 Equipment renewals	0	562	12,000	11,438		11,438	4.7%	
Ranger :- Indirect Expenditure	0	562	12,000	11,438	0	11,438	4.7%	0
Net Expenditure	0	(562)	(12,000)	(11,438)				
190 Outdoor Market								
1905 Outdoor Market Income	22,996	4,853	45,000	40,147			10.8%	
1906 Christmas Markets	3,866	0	0	0			0.0%	
1907 Other Market Income	3,035	375	0	(375)			0.0%	
1911 Gazebo Income	4,556	383	0	(383)			0.0%	
Outdoor Market :- Income	34,453	5,612	45,000	39,388			12.5%	0
4670 Approved purchases	0	0	5,284	5,284		5,284	0.0%	
6021 Employers NIC	1,467	915	1,400	485		485	65.4%	
6022 Superannuation	3,281	2,087	3,700	1,613		1,613	56.4%	
6023 Market wages	36,514	13,932	34,000	20,068		20,068	41.0%	
6070 Training	698	0	1,060	1,060		1,060	0.0%	
6080 Maintenance	265	243	2,000	1,757		1,757	12.2%	
6090 Health and Safety	262	0	450	450		450	0.0%	
6091 Covid-19	0	1,357	0	(1,357)		(1,357)	0.0%	
6100 Light and Heat	288	109	500	391		391	21.9%	
6110 Rates and Water	7,457	3,526	8,500	4,974		4,974	41.5%	
6120 Repairs	0	0	500	500		500	0.0%	
6124 Condition Survey	0	0	150	150		150	0.0%	
6140 Waste Disposal	4,581	1,348	5,000	3,652		3,652	27.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

4.2

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6200 Motor expenses	11,827	610	4,500	3,890		3,890	13.6%	349
6230 Equipment renewals	1,895	0	3,000	3,000		3,000	0.0%	
6280 Telephone	155	64	175	111		111	36.8%	
6290 Advertising	1,807	0	2,500	2,500		2,500	0.0%	
6350 Irrecoverable VAT	1,563	602	3,125	2,523		2,523	19.3%	
6352 Christmas Market costs	2,179	0	0	0		0	0.0%	
Outdoor Market :- Indirect Expenditure	74,239	24,793	75,844	51,051	0	51,051	32.7%	349
Net Income over Expenditure	(39,786)	(19,182)	(30,844)	(11,662)				
9000 plus Transfer from EMR	0	349						
Movement to/(from) Gen Reserve	(39,786)	(18,833)						
191 Indoor Market								
1901 Indoor Market Income	36,089	9,364	35,000	25,636			26.8%	
1907 Other Market Income	4,568	326	0	(326)			0.0%	
Indoor Market :- Income	40,656	9,691	35,000	25,309			27.7%	0
4613 Indoor Market Hall Project	21,837	0	0	0		0	0.0%	
6021 Employers NIC	688	434	600	166		166	72.3%	
6022 Superannuation	1,874	895	1,600	705		705	55.9%	
6023 Market wages	9,047	4,978	10,000	5,022		5,022	49.8%	
6070 Training	148	0	260	260		260	0.0%	
6080 Maintenance	638	0	800	800		800	0.0%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	0	3,620	0	(3,620)		(3,620)	0.0%	
6100 Light and Heat	2,161	(116)	7,000	7,116		7,116	(1.7%)	
6110 Rates and Water	5,155	3,308	5,750	2,442		2,442	57.5%	
6120 Repairs	309	806	1,600	794		794	50.4%	
6124 Condition Survey	0	0	24,600	24,600		24,600	0.0%	
6140 Waste Disposal	1,139	451	1,300	849		849	34.7%	
6220 Cleaning	414	0	500	500		500	0.0%	
6230 Equipment renewals	734	0	1,000	1,000		1,000	0.0%	
6280 Telephone	62	28	720	692		692	3.8%	
6291 Market Hall Advertising	1,737	102	250	148		148	40.8%	
6350 Irrecoverable VAT	1,979	1,200	3,125	1,925		1,925	38.4%	
Indoor Market :- Indirect Expenditure	47,921	15,705	59,555	43,850	0	43,850	26.4%	0
Net Income over Expenditure	(7,265)	(6,014)	(24,555)	(18,541)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Public Conveniences								
6100 Light and Heat	444	177	600	423		423	29.4%	
6110 Rates and Water	1,706	939	2,500	1,561		1,561	37.6%	
6120 Repairs	1,103	0	1,000	1,000		1,000	0.0%	
6124 Condition Survey	420	0	75	75		75	0.0%	
6140 Waste Disposal	88	0	250	250		250	0.0%	
6400 Supplies (Public Conveniences)	672	64	1,000	936		936	6.4%	
6402 Vandalism Repairs	740	0	1,500	1,500		1,500	0.0%	
6406 Contract Cleaning	13,104	4,378	13,500	9,122		9,122	32.4%	
Public Conveniences :- Indirect Expenditure	18,277	5,558	20,425	14,867	0	14,867	27.2%	0
Net Expenditure	(18,277)	(5,558)	(20,425)	(14,867)				
400 Projects								
1192 Community Inf. Levy	0	2,006	0	(2,006)			0.0%	
Projects :- Income	0	2,006	0	(2,006)				0
4600 Projects	200	0	1,000	1,000		1,000	0.0%	
4603 Parks/Play Areas	15,000	0	0	0		0	0.0%	
4604 Tidy Town	133	52	500	448		448	10.3%	
4616 Town Hall Office	48,228	0	0	0		0	0.0%	
4625 Benches/Street Furniture	480	0	500	500		500	0.0%	
4626 Community/Pubwatch	0	0	6,000	6,000		6,000	0.0%	
4627 CCTV Projects	0	0	10,000	10,000		10,000	0.0%	
4628 Public toilet refurb.	0	0	50,000	50,000		50,000	0.0%	
4629 Repay Loan/Commit	0	0	52,382	52,382		52,382	0.0%	
4645 Project Management Cons Fees	4,300	0	0	0		0	0.0%	
4648 Neighbourhood Plan	138	60	0	(60)		(60)	0.0%	60
4667 Asset Maintenance Prov	0	0	10,000	10,000		10,000	0.0%	
4670 Approved purchases	4,003	0	0	0		0	0.0%	
6350 Irrecoverable VAT	6,449	0	0	0		0	0.0%	
6500 Christmas Trees	1,650	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	80,581	112	130,382	130,270	0	130,270	0.1%	60
Net Income over Expenditure	(80,581)	1,894	(130,382)	(132,276)				
9000 plus Transfer from EMR	0	60						
Movement to/(from) Gen Reserve	(80,581)	1,954						

02/11/2020

Sandbach Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2020

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Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	875,319	738,247	911,442	173,195			81.0%	
Expenditure	740,786	266,517	1,048,372	781,855	0	781,855	25.4%	
Net Income over Expenditure	<u>134,533</u>	<u>471,730</u>	<u>(136,930)</u>	<u>(608,660)</u>				
plus Transfer from EMR	0	409						
Movement to/(from) Gen Reserve	<u>134,533</u>	<u>472,140</u>						

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PAGE

Date: 19/10/2020

Sandbach Town Council

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Page 1
User: SVS

Time: 09:45

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 1 - Current/Reserve Bank A/c's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
Current Account 72702729	30/09/2020	2006	1,000.00
Business Reserve 91519578	30/09/2020	2006	1,050,971.49
			<u>1,051,971.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,051,971.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,051,971.49
		Balance per Cash Book is :-	1,051,971.49
		Difference is :-	0.00

Alan Smith 02/11/20

Date: 19/10/2020

Sandbach Town Council

Time: 09:46

Bank Reconciliation Statement as at 30/09/2020
for Cashbook 2 - Bonus Saver

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Page 1
User: SVS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/09/2020	2006	85,170.57
			<u>85,170.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,170.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,170.57
		Balance per Cash Book is :-	85,170.57
		Difference is :-	0.00

Alan Smith 02/11/20

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
100	Debtors	9,530
105	VAT Control A/c	2,932
110	Prepayments	3,756
120	Bar Stock	717
150	Cinema Float	50
152	Town Hall Float	500
200	Current/Reserve Bank A/c	1,051,971
202	Bonus Saver	85,171
250	Petty Cash	76
270	PayPal	68
	Total Current Assets	1,154,771
	<u>Current Liabilities</u>	
500	Creditors	17,493
510	Accruals	4,555
565	Deposits	5,738
	Total Current Liabilities	27,786
	Net Current Assets	1,126,985
	Total Assets less Current Liabilities	1,126,985
	<u>Represented by :-</u>	
300	Current Year Fund	471,730
310	General Reserves	302,010
321	Committed - Gratuity Reserve	319
324	Committed reserve - Town Guide	2,751
331	Committed res - Website Dev	281
332	Comm Res - Car Park	109,053
333	Comm Res - Events	15,870
335	Comm Res - Neighbourhood Plan	12,161
337	Comm Res - Conservation	10,000
340	Comm Res - Assets Management	40,000
342	Comm Res - Legal Fees	3,000
346	Comm Res - Ind Mkt Project	3,586
347	Comm Res - Office Accom Proj	74,400
348	Comm Res - Personnel Adverts	1,300
349	Comm Res - IT Equipment	800
352	Comm res - Roof repairs	1,434
354	Comm res -New Van	1,611
355	Comm Res - Skate Park	50,000
356	Comm Res - Town Hall Equipment	700
357	Comm Res - Town Hall Kitchen	980
358	Comm Res - Town Hall Works	25,000
	Total Equity	1,126,985

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PAGE

List of Payments made between 01/07/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Cheshire East Council	20243	624.00		Business Rates THall
01/07/2020	Cheshire East Council	20244	107.00		Business Rates Pconv
01/07/2020	Cheshire East Council	20245	699.00		Business Rates ODM
01/07/2020	Cheshire East Council	20246-63	592.00		Business Rates IDM
01/07/2020	West Merica Energy	20242	35.47		Elec: APR2020 (ODM)
01/07/2020	Prism Solutions	20241	196.15		Monthly Wi-fi/ICT (TH)
01/07/2020	Cheshire East Council	20246-63B	3.00		Business Rates July 200 IDM
03/07/2020	BACS P/L Pymnt Page 815	BACS Pymnt	1,274.95		BACS P/L Pymnt Page 815
03/07/2020	Town Hall income	20271	60.00		Deposit Return 04JUL2020
06/07/2020	Legal and General	20276	192.81		Critical illness JUL2020
07/07/2020	Royal British legion Sandbach	5559	32.50		Wreath and Poppy
07/07/2020	██████████	5557	500.00	TCM27.02.2020.2	Dispute
08/07/2020	BT	20283	148.99		Monthly telephones (A/TH)
09/07/2020	Evo Payments International	20286	20.39		Monthly terminal fees
10/07/2020	Mr ██████████	5560	750.00	TCM05.12.2019	Town Crier Honorarium 20-21
13/07/2020	BACS P/L Pymnt Page 818	BACS Pymnt	5,331.50		BACS P/L Pymnt Page 818
13/07/2020	The Fuel Card People	20293	2.16		Fuel card fee (ODM)
15/07/2020	EE Mobile	20301	18.40		Monthly Market mobile
15/07/2020	Natwest	20299	19.20		Bankline fees
15/07/2020	Staff Salaries	20300	15,584.20		July 2020
17/07/2020	BACS P/L Pymnt Page 816	BACS Pymnt	3,918.34		BACS P/L Pymnt Page 816
17/07/2020	West Merica Energy	20304	77.93		Gas: APR2020 (TH)
17/07/2020	Town Hall income	20321	195.00		Deposit return 28082020
21/07/2020	Wirehouse Employer Svs	20322	241.92		Monthly employer srvs
23/07/2020	West Merica Energy	20326	122.63		Elec: MAY2020 (PC)
27/07/2020	Prism Solutions	20331	885.86		Monthly ICT (TH/A)
28/07/2020	West Merica Energy	20336	1,468.46		Elec: MAY2020 (IDMH)
28/07/2020	Credit Card	20337	479.27		Credit Card DD
30/07/2020	HMRC	20341	4,549.33		Monthly PAYE/NI JUL2020
30/07/2020	Cheshire Pension Fund	20342	4,807.90		Monthly Pensin JUL20
31/07/2020	Natwest	20343	38.22		Bank charges/fees
01/08/2020	Prism Solutions	20347	196.15		Monthly Wi-fi services (TH)
03/08/2020	Cheshire East Council	20348	624.00		Business Rates
03/08/2020	Cheshire East Council	20349	107.00		Business Rates
03/08/2020	Cheshire East Council	20350	699.00		Business Rates
03/08/2020	Cheshire East Council	20351-368	595.00		Business Rates
04/08/2020	BACS P/L Pymnt Page 828	BACS Pymnt	389.76		BACS P/L Pymnt Page 828
04/08/2020	Legal and General	20371	192.81		Monthly C. illness
05/08/2020	CHALC	20375	1,487.04	TCM16.07.2020	Annual membership 2020-21
05/08/2020	Town Hall income	20377	300.00		Deposit return 25JUL2020
07/08/2020	BT	20382	148.99		Monthly telephones (A/TH)
10/08/2020	The Fuel Card People	20385	2.16		Fuel card admin fee (ODM)
12/08/2020	Evo Payments International	20389	24.42		Evo card fees
14/08/2020	Staff Salaries	20394	15,978.51		AUGU2020
17/08/2020	BACS P/L Pymnt Page 829	BACS Pymnt	2,797.51		BACS P/L Pymnt Page 829
17/08/2020	Natwest	20397	17.20		Bankline charges

List of Payments made between 01/07/2020 and 30/09/2020

5.1

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/08/2020	Town Hall income	20401	182.50		Deposit return 05DEC2020
17/08/2020	EE Mobile	20408	18.40		Monthly mobile costs [Mkts]
21/08/2020	Wirehouse Employer Svs	20413	241.92		Monthly emp srvs
25/08/2020	BACS P/L Pymnt Page 831	BACS Pymnt	1,918.73		BACS P/L Pymnt Page 831
25/08/2020	Prism Solutions	20426	885.86		Monthly ICT Costs TH/A
25/08/2020	Sandbach Karate Academy	20420	1,898.28	FCM06082020	Grant Award: S.K.Academy
25/08/2020	Lifeline Debt Advice	20419	650.00	FCM06082020	Grant Award: Life Line D.A
25/08/2020	Hope House Hospice	20418	250.00	FCM06082020	Grant award: Hope House
25/08/2020	Staff expenses	20423	69.00		Key for Peugeot van [ODM]
25/08/2020	Staff expenses	20423A	96.98		Office chair [A]
25/08/2020	Tidy Town expenses	20424	59.96		Paint for benches
28/08/2020	Natwest	20432	41.07		Bank charges
28/08/2020	Credit Card	20435	121.59		DD payment
28/08/2020	HMRC	20433	4,651.30		August PAYE / NI
28/08/2020	Cheshire Pension Fund	20434	4,807.90		AUG2020 Pension
01/09/2020	The Fuel Card People	20440	95.28		Fuel for vans (ODM)
01/09/2020	Prism Solutions	20441	196.15		Monthly Wi-fi Provision (TH)
01/09/2020	Cheshire East Council	20442	624.00		Business Rates
01/09/2020	Cheshire East Council	20443	107.00		Business Rates
01/09/2020	Cheshire East Council	20444	699.00		Business Rates
01/09/2020	Cheshire East Council	20445-62	595.00		Business Rates
04/09/2020	West Merica Energy	20469	994.34		Elec: JUN2020 (PConv)
04/09/2020	Legal and General	20470	192.81		Monthly C. Illness
07/09/2020	BT	20474	148.99		Monthly telephone costs (A&TH)
07/09/2020	The Fuel Card People	20473	2.16		Fuel Card Admin [ODM]
09/09/2020	Cheshire East Council	5555CANCEL	-105.00		To cancel chq for deposits
10/09/2020	Evo Payments International	20483	20.39		Monthly Evo fees (A)
15/09/2020	Natwest	20490	18.80		Bankine fees
15/09/2020	Staff Salaries	20491	19,182.16		Salaries September 2020
15/09/2020	EE Mobile	20492	18.40		Monthly mobile osts
16/09/2020	BACS P/L Pymnt Page 832	BACS Pymnt	2,187.90		BACS P/L Pymnt Page 832
16/09/2020	Town Hall income	20405	375.00		Deposit refund 17JUL2021
16/09/2020	Town Hal income	20503	165.00		Deposit refund 17OCT2020
16/09/2020	Staff Expenses	20502	133.94		Covid-19 items
17/09/2020	PWLB	20509	2,467.11		Loan repayment
21/09/2020	West Merica Energy	20515	1,114.53		Gas: JUL2020 (TH)
21/09/2020	Wirehouse Employer Svs	20514	241.92		Monthly emp srvs (A)
24/09/2020	BACS P/L Pymnt Page 836	BACS Pymnt	1,584.48		BACS P/L Pymnt Page 836
25/09/2020	Prism Solutions	20523	885.86		Monthly ICT (TH & A)
28/09/2020	BACS P/L Pymnt Page 839	BACS Pymnt	1,512.00		BACS P/L Pymnt Page 839
28/09/2020	Credit Card	20529	74.87		DD for Credit Card
28/09/2020	West Merica Energy	20528	14.04		Elec: JUL2020 (ODMStore)
29/09/2020	BACS P/L Pymnt Page 837	BACS Pymnt	2,540.91		BACS P/L Pymnt Page 837
29/09/2020	Grant Award: MB	20538	250.00	FCM06082020	Grant award:MB
30/09/2020	Natwest	20542	43.51		Bank charges
30/09/2020	HMRC	20543	6,700.39		Monthly PAYE/NI: SEP2020
30/09/2020	Cheshire Pension Fund	20544	5,815.70		SEP20 Contributions

Date: 19/10/2020

Sandbach Town Council

Time: 09:43

Current/Reserve Bank A/c's

5.1

List of Payments made between 01/07/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>131,326.26</u>		

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SANDBACH TOWN COUNCIL
BACS PAYMENTS MADE
1st July to 30th September 2020
2020-2021 Quarter 2

<u>Date</u>	<u>Supplier Name</u>	<u>Page number</u>	<u>Invoice No.</u>	<u>Amount Paid</u>	<u>Authorisation Ref.</u>	<u>Transaction details</u>	<u>Invoices</u>
03/07/2020	Andrews Air Conditioning	815	I4488662	£ 249.60		Annual maintenance	1
03/07/2020	Clarke Website Design	815	CWD-4117	£ 169.00		Website hosting fees	1
03/07/2020	JDH Business Services Ltd	815	3749	£ 396.00		Final Internal Audit fees 19-20	1
03/07/2020	TRG Ltd	815	1205	£ 410.35		Public convenience cleaning	3 & 1 C.N
03/07/2020	Without Leaks	815	24/06/2020	£ 50.00		Drain issues repair	1
13/07/2020	Zurich Insurance	818	5003030115	£ 5,331.50	TCM05.12.19	Annual insurance	1
17/07/2020	ADC Ltd	816	902173	£ 336.00		Annual door service	1
17/07/2020	Alpha Omega Securities Ltd	816	64050	£ 369.00		IDM Security -Covid-19	2
17/07/2020	Bomford Office Supplies	816	86158	£ 45.22		Stationery	1
17/07/2020	The Effective Directories	816	13116	£ 736.80		Annual advertising	1
17/07/2020	Envisage Promotions Ltd	816	ENV10356	£ 244.80		Market/ TH Event	1
17/07/2020	Flextel Ltd	816	FLX54556	£ 118.80		Monthly telephone costs	1
17/07/2020	Landmark Developments	816	2812	£ 384.00		Replacement door Boardroom	1
17/07/2020	Purity Clean	816	171663	£ 1,180.00		Monthly cleaning services	1
17/07/2020	Sandbach Motor Factors	816	S766396	£ 109.92		Battery for forklift	1
17/07/2020	TRG Ltd	816	1209	£ 394.00		Public convenience cleaning	3
04/08/2020	Gaskells Ltd	818	P434224	£ 389.76		Bin collections	3
17/08/2020	ADC Ltd	829	903388	£ 141.00		Door repair	1
17/08/2020	Alpha Omega Securities Ltd	829	64484	£ 567.00		IDM Security -Covid-19	3
17/08/2020	Cheshire East Council	829	41133826	£ 180.00		Premises licence	1
17/08/2020	Clarke Website Design	829	CWD-4126	£ 167.90	PC10.08.2020	NDP website fees	1
17/08/2020	Flextel Ltd	829	FLX55404	£ 118.80		Monthly telephone costs	1
17/08/2020	Pet Hire Centre Ltd	829	87846	£ 43.20		Water Vac	1
17/08/2020	Purity Clean	829	171685	£ 428.49		Cleaning services	2
17/08/2020	Screwfix	829	1088906338	£ 363.92		Equipment renewals Ranger	1
17/08/2020	TRG Ltd	829	1223	£ 787.20		Public convenience cleaning	4
25/08/2020	Alpha Omega Securities Ltd	831	64601	£ 378.00		IDM Security -Covid-19	2
25/08/2020	Clarke Website Design	831	CWD-4177	£ 50.00		Annual security fee- website	1
25/08/2020	Purity Clean	831	171713	£ 650.77		Cleaning services	2
25/08/2020	Tradepoint	831	1090926154	£ 446.36		Lawnmower and equipment renewals	1
25/08/2020	TRG Ltd	831	1232	£ 393.60		Public convenience cleaning	2
16/09/2020	Alpha Omega Securities Ltd	832	64783	£ 378.00		IDM Security -Covid-19	2
16/09/2020	Kevin Ballard	832	38/39	£ 100.00		Market Duties- Covid 19 cover	2
16/09/2020	Claymore Business Machine Ltd	832	48812	£ 117.00		Relocating copier	1
16/09/2020	Purity Clean	832	171733	£ 653.54		Cleaning services	2
16/09/2020	Restore Data shred	832	933760	£ 231.48		Confidential shredding	2
16/09/2020	SLCC	832	7	£ 15.00		Training session	1
16/09/2020	Tradepoint	832	1092924957	£ 233.40		Market store update	1
16/09/2020	TRG Ltd	832	1239	£ 393.60		Public convenience cleaning	2
16/09/2020	Viking	832	485163	£ 65.88		Covid 19-Warning tape	1
24/09/2020	Gaskells Ltd	836	P442701	£ 1,584.48		Bin collections	2
29/09/2020	ADC Ltd	837	904028	£ 141.00		Door repair	1
29/09/2020	Alpha Omega Securities Ltd	837	65046	£ 288.00		IDM Security -Covid-19	2
29/09/2020	Calbarrie Compliance Services	837	123454	£ 576.00		Fire alarm service	1
29/09/2020	Crewe Colour Printers	837	65408	£ 66.00		Banner	1
29/09/2020	Flextel Ltd	837	FLX56206	£ 118.80		Monthly telephone costs	1
29/09/2020	Purity Clean	837	171743	£ 545.54		Cleaning services	2
29/09/2020	Rentokil Pest Control	837	21267741	£ 411.97		Pest control	1
29/09/2020	TRG Ltd	837	1250	£ 393.60		Public convenience cleaning	2
29/09/2020	Purity Clean	839	171703	£ 1,512.00		Cleaning services	1

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5.3

Payments Made
Other Cash books
Q2 1st July to 30th September 2020

<u>Cash Book</u>	<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Petty Cash CB3	19/08/2020	Royal British legion Sandbach	PC0501	17		Wreath for VJ Day
Credit Card CB7	14/07/2020	UK Point of Sale Group Ltd	CC200502	85.21		Signage COVID [IDM]
Credit Card CB7	21/07/2020	Zoom	CC200501	14.39		Monthly subscription
Credit Card CB7	30/07/2020	Screwfix Direct	CC200503	21.99		Pot hole repairs [Cpark]
Credit Card CB7	06/08/2020	Dropbox	CC200602	60.48	TCM14052020	Monthly Subscription: Dropbox
Credit Card CB7	21/08/2020	Zoom	CC120601	14.39		Monthly subscription
				<u>213.46</u>		

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SANDBACH TOWN COUNCIL

COVID 19 FINANCIAL UPDATE

6

This summary is to highlight to the Finance Policy and Governance Committee (FOG) of a worst-case scenario financial position due to Covid-19 on The Town Council's Income.

Town Hall income: Have assumed no more income from October 2020, there are bookings in the system to a value of £14,000 but unknown as to whether these can go ahead.

No further spends have been noted for Town activities such as Bar stock, refreshments purchases.

Market Income: as markets remain open the income for the year is based on a 3-month average from July to Sep 2020. November is a new lockdown; figures have taken this into account.

Income: 20-21 based on the worst-case scenario STC will lose £161,853, income this year covering all areas of the business, but a discretionary grant of £25,000 was received (£20,833 after VAT) and a separate Community Levy grant of £2077 which is to be committed.

General Reserves: Will decrease from £301,949 to £117,944.

Summary sheet is attached for information.

Recommendation: That the Committee note the summary.

SVS 2nd November 2020

COVID 19 FINANCIAL UPDATE
Worse case scenario

		2020-2021	2020-21	2021-22		
		Budget	Projected	C/F Reserves	Difference	
	<u>Opening reserves</u>	292,828	301,949	117,944	-184,005	General Reserves decrease by £184,005
100	Town Council Income					
1176	Precept	687,192	687,192		0	
1190	Interest Received	800	500		-300	
1900	Other Income	-	20,833		20,833	
	Sandbach Town Council Income	687,992	708,525		20,533	Discretionary grant of £25,000 (Vatable on profit) received
	Total Funds	980,820	1,010,474		29,654	
101	Administration					
	Net Expenditure	82,470	58,835		-23,635	
102	Staff Costs					
	Net Expenditure	166,400	188,600		22,200	Overspend
105	Publicity					
	Net Expenditure over Income	5,160	5,160			
110	Grants/Discretionary Payments					
	Net Expenditure over Income	99,100	93,829		-5,271	
140	Community Events					
	Net Expenditure over Income	3,200	1,500		-1,700	
180	Sandbach Town Hall					
	Sandbach Town Hall :- Expenditure	265,139	178,315		-86,824	
	Sandbach Town Hall :- Direct Expenditure	25,750	911		-24,839	
	Sandbach Town Hall :- Income	127,600	5,000		-122,600	Assumed no new bookings, no bar takings and no other sales. Loss of £122,600
	Net Expenditure over Income	163,289	174,226		10,937	
182	Car Parks					
	Net Expenditure over Income	101,447	6,784		-94,663	
184	Town Hall Shop Units					
	Town Hall Shop Units- Expenditure	1,500	1,500			
	Sandbach Town Hall Shop Units :- Income	15,850	14,897		-953	Loss of £953
	Net Expenditure over Income	14,350	13,397		953	
185	Ranger					
	Net Expenditure over Income	12,000	1,000		-11,000	
190	Outdoor Market					
	Sandbach Markets :- Expenditure	75,844	56,400		-19,444	
	Outdoor Markets- Income	45,000	14,000		-31,000	Loss of £31,000
	Committed Reserve spend	-	349		-349	
	Net Expenditure over Income	30,844	42,051		11,207	
191	Indoor Market					
	Sandbach Markets :- Expenditure	59,555	36,750		-22,805	
	Total income	35,000	25,000		-10,000	Loss of £10,000
	Net Expenditure over Income	24,555	11,750		-12,805	
200	Public Conveniences					
	Net Expenditure over Income	20,425	14,250		-6,175	
400	Projects					
	Income					
1192	Community Levy	-	2,077		2,077	
	INCOME	-	2,077		2,077	
	Projects :- Expenditure	130,382	79,351		-51,031	
	Net Expenditure over Income	130,382	77,274		-53,108	
	Overall Budget Spend	824,922	660,862		-164,060	
	Committed Reserve Movement	10,000	231,668		221,668	Some projects assumed as committed, await budget approval
	Net spend	834,922	892,530		57,608	
	Recommended General Reserves	145,898	164,433		18,535	
	Total Net requirement	980,820	1,056,963		76,143	
	Year end reserves c/f	145,898	117,944		-27,954	
					0	
	EXPENDITURE	1,048,372	723,185		-325,187	Some project budget lines committed not spent
	INCOME: NOT INCLUDING RESERVES	911,442	772,499		-138,943	Overall loss of £138,943 taking into account grants
	NET EXPENDITURE OVER INCOME	136,930	49,314		-186,244	

SANDBACH TOWN COUNCIL

APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

9.2

Name of Organisation or Group: St John's C of E School

Contact Person: Linda Elliott

Address: St John's School

Heath Road, Sandbach

Cheshire Post Code CW11 2UE

Tel No: Day 01270 762855 Eve

E-mail: Lelliott@stjohnssandbach.co.uk

Please give the purpose of your organisation as described in your constitution.
Primary School - to raise funds to provide extra resources, experiences and equipment for the school.

Please enclose a copy of your constitution or rules, showing your aims and objectives.
Is it a Registered Charity? YES/~~NO~~ If so, please give Charity Number 1031584

1 A summary of your project:

This grant is aimed at Project establishment / support and should be considered a stand alone sum. Describe your project and what you would do with a grant:

Providing outdoor / woodland nature and learning environment particularly for a few children to help address their needs. However the stimulating environment will be available to all the school

Does the grant cover advertising or wages of personnel involved if so how much?
NO

2 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach. ✓
- Create an Inclusive Society ✓
- Promoting our Environment, Heritage and Culture ✓
- Work towards improving Leisure and Amenities ✓

How does the project meets these priorities?

3 Total cost of your project? £1,000..... Sum requested from STC £300.00

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

We would really appreciate anything you can donate to us we want the project to continue and we can already

4 Have you raised funds from any other sources for this project? ~~YES~~/NO

If yes, please state source and amount.

Parents and the community have donated resources so far

5 Are you awaiting the outcome of any other applications for funding, towards this project? ~~YES~~/NO

If yes, please state whom you have applied to and the amount of any application.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? ~~YES~~/NO

If yes, please give details

7 The Organisation's accounts for the last three years.

Year	2019	2018	2017
Income	£4,117	£3,691	£2,534
Expenditure	£6,195	£3,313	£1,290
YE Bank Balance	£5000	£2,900	£3,300

Please enclose a copy of your last available set of accounts.

8 Describe the geographical area in which your Organisation works.

9 What proportion of the work takes place in Sandbach?

100%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name PARENTS AND FRIENDS OF ST JOHNS SCHOOL ASSOCIATION

Address, if different from that stated overleaf: Heather Hopley (Treasurer)

[Redacted address details]

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: [Redacted] Position within the Organisation: CHAIR

Signed: [Redacted] Position within the Organisation: TREASURER

On behalf of Date:

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Literary Institution, Sandbach, Cheshire CW11 1AE

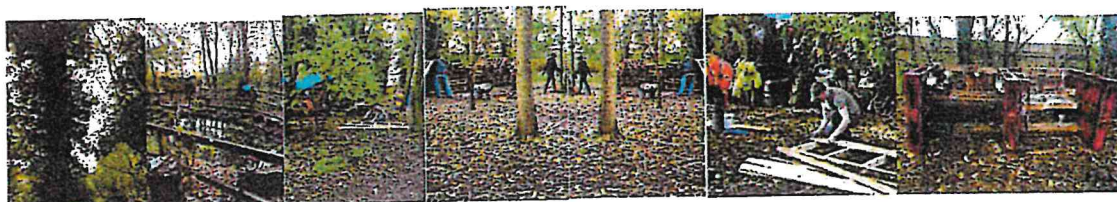
9.2

St John's School Sensory Woodland /Outdoor Classroom Project



Resources required to continue the project and for the children to be creative in the nurturing learning environment

Item	Quantity	Cost
Flint and steel	3	3 @ £5.95 =
Shovels, Spades, Rakes, Trowels	3 sets Handtools 2 sets Draper carbon steel garden fork and spade 2 Rakes	3 @ 24.99 2 @ £39.98 2 @ 14.99
Vegetable peelers for whittling	20	£25.00
Picnic benches for activity areas	3	2 @ £126.95
Resource Shed	1	£300
Mushroom outdoor seating	6	6 @ £50
Woodland cutters, clay, activity ideas books, bug catchers,		£150.00



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SANDBACH TOWN COUNCIL

APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

9.3

Name of Organisation or Group: ..Dementia Friendly Sandbach.....

Contact Person: ..Dave Whitworth.....

Address: ..c/o Sandbach Partnership.....

..Sandbach Enterprise Centre.....

...Wesley Avenue..... Post Code ...CW11 1DG.....

Tel No: Day ..[REDACTED] Eve [REDACTED]

E-mail: ...[REDACTED]

Please give the purpose of your organisation as described in your constitution.

- a. To create a dementia friendly town, where residents, visitors and carers living with dementia are supported and accepted.
- b. DFS exists to improve the lives of people living with dementia and their carers by actively promoting, through a combination of advocacy and expert guidance and campaigns, the removal of social barriers in Sandbach and surrounding areas.

Please enclose a copy of your constitution or rules, showing your aims and objectives.

Is it a Registered Charity? NO If so, please give Charity Number

1 A summary of your project:

Providing support to local Sandbach residents living with dementia by telephone, remote meetings and face to face meetings to the extent allowed by coronavirus restrictions.

This grant is aimed at Project establishment / support and should be considered a stand alone sum. Describe your project and what you would do with a grant:

There are 230 people registered at Ashfields with dementia who have been adversely affected by the Cov19 pandemic which has led to increased death (over 54% nationally) and anxiety caused by lockdown, lack of stimulation and increased hours of caring by primary carers. The grant would be used to offer telephone peer support, information on activities and groups available, organisation of support groups and social events when permitted.

Does the grant cover advertising or wages of personnel involved if so how much?

No.

2 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach. Yes
- Create an Inclusive Society Yes
- Promoting our Environment, Heritage and Culture Yes
- Work towards improving Leisure and Amenities Yes

How does the project meets these priorities?

People with dementia are and have been active citizens of Sandbach and by engaging with local businesses to recognise and respond sensitively to their needs we are creating a caring inclusive society in Sandbach. To recognise their needs we will identify and promote the environment changes needed. (eg good street lighting, improved access to local leisure facilities etc.)

3 Total cost of your project? £..617+..... Sum requested from STC £ .500.....

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds. See attached – any performer costs will be sourced from within DFS

4 Have you raised funds from any other sources for this project? YES

If yes, please state source and amount. Donations from local organisations and individuals – see annual accounts 2019-20 for further detail.

9.3

5 Are you awaiting the outcome of any other applications for funding, towards this project? NO If yes, please state whom you have applied to and the amount of any application.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO

If yes, please give details

7 The Organisation's accounts for the last three years.

Year	..2019/20N/A....N/A....
Income	..£4812.27.
Expenditure	...£669.42..
YE Bank Balance	..£4142.85..

Please enclose a copy of your last available set of accounts.

Prior to April 2019 DFS was run as a project within Sandbach Partnership with no separate accounting.

8 Describe the geographical area in which your Organisation works.

CW11 postcode plus Winterley/Haslington

9 What proportion of the work takes place in Sandbach?

90%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name ...Dementia Friendly Sandbach.....

Address, if different from that stated overleaf:

[Redacted address]

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: Position within the Organisation: ...Chair.....

Signed: Position within the Organisation: ...Secretary.....

On behalf ofDementia Friendly Sandbach..... Date: ...28/10/2020....

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Literary Institution, Sandbach, Cheshire CW11 1AE

9.3a

4 Have you raised funds from any other sources for this project? YES
If yes, please state source and amount. Donations from local organisations and individuals – see annual accounts 2019-20 for further detail.

5 Are you awaiting the outcome of any other applications for funding, towards this project? NO If yes, please state whom you have applied to and the amount of any application.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO
If yes, please give details

7 The Organisation's accounts for the last three years.

Year	..2019/20N/A....N/A....
Income	..£4812.27.
Expenditure	..£669.42..
YE Bank Balance	..£4142.85..

Please enclose a copy of your last available set of accounts.

Prior to April 2019 DFS was run as a project within Sandbach Partnership with no separate accounting.

8 Describe the geographical area in which your Organisation works.

CW11 postcode plus Winterley/Haslington

9 What proportion of the work takes place in Sandbach?

90%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name ...Dementia Friendly Sandbach.....

Address, if different from that stated overleaf:

[Redacted Address]

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: [Redacted] Position within the Organisation: ...Chair.....

Signed: [Redacted] Position within the Organisation: ...Secretary.....

On behalf ofDementia Friendly Sandbach..... Date: ...28/10/2020....

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Literary Institution, Sandbach, Cheshire CW11 1AE

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9.3b

Dementia Friendly Sandbach

Projected Project Costs for Sandbach Town Council Grant Application – October 2020

Remote Support – this covers running Zoom get-togethers (virtual coffee breaks etc.) and telephone support to those living at home with dementia and their carers. Reflects direct additional costs (Zoom licence) and indirect costs of having to support from home 'office'

a) Zoom licence @£11.99 per month +VAT x12months	£172.66
b) Telephone support costs @£10 per month	£120
c) Upgraded internet provision at home @£20 per month	£240
d) Consumables (paper, ink etc.) @£7 per month	£84
e) Budget for performer costs for remote events	£0
f) Total	£616.66+

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SANDBACH TOWN COUNCIL

APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

9.4

Name of Organisation or Group: Sandbach Animal Rescue Society

Contact Person: [REDACTED]

Address: [REDACTED]

Sandbach

Post Code CW11 [REDACTED]

Tel No: Day [REDACTED] Eve [REDACTED]

E-mail: [REDACTED]

Please give the purpose of your organisation as described in your constitution.

Sandbach Animal Rescue Society is committed to the advancement of animal welfare, in the district of Sandbach and close surrounding area. This by education and promotion of animal welfare, and the need for population control. The provision of a shelter and foster care accommodation for sick, injured, neglected, abandoned and vulnerable animals. Also, provision for feeding, veterinary care and other welfare needs will be undertaken. Careful and assessed re-homing of the animals in our care with follow up checks. Where possible, the neutering of feral cat colonies will be undertaken.

Please enclose a copy of your constitution or rules, showing your aims and objectives.

Is it a Registered Charity? YES/NO If so, please give Charity Number 512966

1 A summary of your project:

This grant is aimed at Project establishment / support and should be considered a stand alone sum. Describe your project and what you would do with a grant:

In order to comply with forthcoming Defra regulations on cattery housing, and given the age of our rescue, it was decided that we needed larger modern hygienic pens to replace our old and very tired wooden pens. We also needed to improve the internal and external exercise & enrichment areas. To this end, it was necessary to extend the existing premises and to refurbish the internal and external facilities. Due to the recent pandemic and the cancellation of our fundraising activities we now need financial help to complete this project.

Does the grant cover advertising or wages of personnel involved if so how much?

No, we do not spend on advertising or have any payed staff.

2 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach. ✓
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities

How does the project meets these priorities?

All our work is generated by local residents which includes: call-outs to sick & injured animals. Surrendered animals due to change of circumstance or death. Rescue of unwanted & abandoned Cats & litters of kittens. Calls from local authorities, police and veterinary practices to take in cats & kittens. This has recently included taking in pets as a result of COVID deaths. Advise to residents on breeding control and welfare issues.

3 Total cost of your project? £100,000.app. Sum requested from STC £ 5,000.00.....

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

4 Have you raised funds from any other sources for this project? YES/NO

If yes, please state source and amount.

Various fundraising activities over the past several years, we have also had some small legacies. We had raised almost the full amount, but have now had to transfer some of the funds to keep the rescue running during the current situation. We have never closed our doors...

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES/NO

If yes, please state whom you have applied to and the amount of any application.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? YES/NO

If yes, please give details

7 The Organisation's accounts for the last three years.

Year	2017	2018	2019
Income	£23,499	£23,747	£48,118
Expenditure	£26,622	£26,380	£42,499
YE Bank Balance	£108,469	£105,896	£106,694

Please enclose a copy of your last available set of accounts.

8 Describe the geographical area in which your Organisation works.

Sandbach & Surrounding areas

9 What proportion of the work takes place in Sandbach?

80% approximatley

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name Sandbach Animal Rescue Society

Address, if different from that stated overleaf:

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: [Redacted Signature] .. Position within the Organisation: Treasurer

Signed: [Redacted Signature] .. Position within the Organisation: Chairman

On behalf of Sandbach Animal Rescue Society

Date: 18/10/20

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Literary Institution, Sandbach, Cheshire CW11 1AE

9.4



Sandbach Animal Rescue Society

Avalon, Zan Drive, Sandbach, Cheshire, CW11 4QQ
07717 386505

Charitable purpose.

Sandbach Animal Rescue Society is committed to the advancement of animal welfare, in the district of Sandbach and close surrounding area. This by education and promotion of animal welfare, and the need for population control.

The provision of a shelter and foster care accommodation for sick, injured, neglected, abandoned and vulnerable animals. Also, provision for feeding, veterinary care and other welfare needs will be undertaken.

Careful and assessed re-homing of the animals in our care with follow up checks.

Where possible the neutering of feral cat colonies will be undertaken.

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SANDBACH TOWN COUNCIL

APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

9.5

Name of Organisation or Group:Smile Group.....

Contact Person: .Ruth Williams.....

Address: (registered address) 207 Peter Street, Macclesfield, Cheshire.....

..... Post Code .SK11 8ES

Tel No: Day .07936940362.... Eve . [REDACTED]

E-mail:ruth@thesmilegroup.org.....

Please give the purpose of your organisation as described in your constitution.

1) To provide relief to those affected by perinatal mental illness, and their families, by means of support, advice and services complementary to those provided by statutory services.

2) To advance the education of the public in matters relating to perinatal mental illness.

3) To advance the health and education of the public and in particular new parents, by providing support, advice and information about parenthood.

Please enclose a copy of your constitution or rules, showing your aims and objectives.

Is it a Registered Charity? YES If so, please give Charity Number 1168751.....

1 A summary of your project:

This grant is aimed at Project establishment / support and should be considered a stand alone sum. Describe your project and what you would do with a grant:

Smile Group support families affected by Perinatal Mental Illness (ante natal and Postnatal depression/ anxiety etc) and we quickly responded to COVID by moving online within a few days. We then moved to group walks and have slowly started back into Children Centres, due to Sandbach Children Centre not opening up we have looked into alternative venues and have been offered a space in Ashfields Medical Centre.

Since August we have been having walks around Sandbach Park with between 4 and 10 mums with the babies / toddlers. This has meant that people have been able to still access the peer support at a social distance but also walking in the fresh air is also good for mental wellbeing.

This has been a difficult time for parents with new babies and we have increased our support to them at this time. We are seeking funding to support this. Our facilitators will be able to continue offering support at the group session as well as addition support for those who aren't able to attend due to the limited numbers that are able to attend, in order to maintain Social Distancing and people safety. New parents emotional and mental well being is at an all time low given the current circumstances of COVID -19 and not being able to access other areas of support, however we can offer that support to them within our sessions and virtually.

Does the grant cover advertising or wages of personnel involved if so how much?

The whole amount is for the wages of the facilitators offering the support

2 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- **Projects which benefit the people of Sandbach.**
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities

How does the project meets these priorities?

We are only asking for funding support for our Sandbach group which is accessed by families who live in Sandbach. It means that the mums / babies toddlers of Sandbach will be able to access support for their mental wellbeing.

3 Total cost of your project? £.2340. Sum requested from STC £ 2340

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

JANUARY 2013 – v1.02

4 Have you raised funds from any other sources for this project? YES

If yes, please state source and amount.

We received a Lottery COVID response grant in July 2020 of £10,000 which comes to an end at the end of December 2020.

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES If yes, please state whom you have applied to and the amount of any application.

We have applied to Cheshire East Community Covid response fund for the funding of the whole of the groups for a 6 month period this will be for £5000.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO

If yes, please give details

7 The Organisation's accounts for the last three years.

Year	2016-2017.	2017 - 2018.	2018-2019
Income	£37669.	£54227	£47039
Expenditure	£32373	£34130	£42432
YE Bank Balance	£7946	£25392	£29999

Please enclose a copy of your last available set of accounts.

2019 -2020 are currently being audited.

8 Describe the geographical area in which your Organisation works.

We cover Cheshire East, but work with the children centres footprints which are Macclesfield, Congleton and Holmes Chapel and Sandbach, Alsager and Middlewich

9 What proportion of the work takes place in Sandbach?

Approximately 30% is in Sandbach

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

NameSmile Group.....

Address, if different from that stated overleaf:

9.5

Two of the authorised signatories for your bank/building society account need to sign below.

Signed: [redacted] Position within the Organisation: Director

Signed: [redacted] Position within the Organisation: Operational Director

On behalf ofSmile Group..... Date: 2/11/20.

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Literary Institution, Sandbach, Cheshire CW11 1AE

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SANDBACH TOWN COUNCIL**SPONSORSHIP**

During the 6th August 2020 Finance meeting, a grant application was discussed and approved to award £250 towards a local Tem GB athlete, this was paid under the General Power of Competence (GPoC) rulings, which the Council adopt. After the resolution to award the grant, a question arose as to whether the Council can award sponsorship.

After contact with CHALC (Cheshire Association of Local Councils), they have advised that:

- Unless the council has the power of competence, they cannot grant money to an individual.
- Sponsoring is no more than a regular grant
- The council could give a grant to an organisation that the athlete is involved with.
- If the council has GPoC then they can give a grant or sponsor an individual

Action:

For the Committee to discuss the idea and original query of sponsorship going forward and to recommend any resolution to Council for approval.

SVS

2nd November 2020

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11.1

INVOICE

DATE 19/8/20

FROM SANDBACH LIBRARY INSTITUTE

TO SANDBACH TOWN COUNCIL

FOR HIRE INSTITUTE ROOMS			
DEC JAN FEB 2021			
		1062	54
VAT 20% 212.50			
ADMIN OFFICE £2397.40			
		717	00
VAT 20% 434.60			
VAT 860 4753 19		1780	00
V.A.T.		336	00
TOTAL		2136	00

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11.2

INVOICE

39

DATE 24/10/20

FROM SANDBACH LITERARY INSTITUTE

TO SANDBACH TOWN COUNCIL

SHARE OF UTILITY BILLS		
ELECTRICITY TOTAL £1040.14		
COUNCILS SHARE 2/3	686	49
GAS TOTAL £3755.96		
COUNCILS SHARE 2/3	2478	93
WATER TOTAL £186.99		
COUNCILS SHARE 2/3	123	41
	<u>3288</u>	<u>83</u>
VAT ELEC	34	32
GAS	123	94
WATER	0	
V.A.T.	<u>158</u>	<u>26</u>
VAT No 860475319		
TOTAL	3447	09

SANDBACH TOWN COUNCIL**AGED DEBT PROCESS**

Aged debt process remains active during Covid-19 but as it stands we are not actively pursuing debts, below is a summary of debts that remain outstanding for the period prior to Covid-19 some of which are quite old, which were pursued prior to lockdown.

The reason behind putting a hold on actively pursuing debts is that some of the businesses in the aged debt report were closed during lockdown, some are now open again and trading fully.

Action required:

Feedback from the Finance committee as to when is appropriate to recommence our aged debt policy, I would recommend should it be decided that we should now begin actively pursuing older debts, that each customer starts at stage 1 as goodwill to give time to make payment plans. This balance reflects active customers on our books with current debts, the full aged debt report will be presented in February 2021.

SVS

2nd November 2020

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SANDBACH TOWN COUNCIL**MARKET RENT WRITE OFF**

This report is an update to the original presented to Finance Committee (F.P.G) on 6th August 2020 regarding a discrepancy in monies not banked from the Market rent from Thursday 19th March 2020.

Original Details/ Timeline of original report:

- Monies collected for Market Trader takings on 19th March 2020: According to the taking sheet the total due to be banked is £388. Takings sheet signed ready for banking on 19th March 2020 with paying in slip reference noted.
- Finance Officer completed March 2020 bank reconciliation towards end of April, the sheet for the 19th March 2020 was outstanding as no deposit to match in the bank. A check of the safe was completed to see if the money was there, but it was not. (20th April 2020). Finance Officer contacted the bank to request they double check on any discrepancies from un - allocated monies on that date, none where found.
- Email was sent to RFO on 20th April 2020 raising the issue, who took on investigations. RFO liaised with Facilities Supervisor to obtain order of events for that day, and then informed the previous Mayor, Deputy Mayor and Chair of Finance, with information to deal with this on our return to the office. Further physical checks took place by RFO and F.S in July but nothing found.
- Money and paying in book remain missing. No further paying in slips after the one related to this date have been presented to the bank.

Update:

£487 was taken in rent for 19th March 2020, the amount noted to be banked was £388, nothing has been banked the money is still missing.

£79.00 was taken in rent for 21st March 2020, the amount banked was £59.00.

Resolution from 06.08.2020:

RESOLVED: That the report is received and that the Finance Officer works towards looking at cashless takings/ invoicing/ electronic system for the Market taking monies.

The move toward cashless/ invoicing work was not requested to come back to the committee for an update, but for Staff to proceed as needed, but as an update this has now been looked into and due to the amount of changes, holiday weeks and charges an invoicing system is not possible due to the amount of admin work that would be need to keep up to date in ensuring invoices are raised in time for month start.

After discussion with Market staff we do not feel an invoicing system would encourage more traders to pay by card, most would continue to pay by cash.

Various payment taking systems have been investigated, to log takings electronically rather than via handwritten receipts, this is ongoing.

Cash Handling Policy

The policy was mentioned and the Committee asked if this requires updating to attempt to prevent issues/ monies going missing, but I feel the current policy covers all areas, and if it is followed by staff it should prevent errors and issues.

Insurance

Our insurance policy cover Money loss, the relevant section being:

- (c) in the premises
- (i) in the custody of or under the actual supervision of any member or employee £5,000

The excess is £50.00 for every loss, it us unknown should we be able to claim, what effect this on our premiums.

Action:

This item has been raised again to request that the £487 from 19th March and £20 from 21st March are written off.

Recommendation: That the Committee approve the write off the £507 against Market (Indoor and Outdoor) income and recommend this to Council for approval.

SVS

21st October 2020

SANDBACH TOWN COUNCIL

BANK BALANCES

This report is to highlight to the Committee our current bank balances:

Reserve Account: £85,170

Current Account: £1000 and Business Reserve £1,050,971

The total of this balance is over and above the limits for Financial Compensation Schemes which has a limit of £85,000.

From the Current account balances, we need to take into account that this holds the 2020-21 precept of which the remainder of costs for operational spends to be deducted from over the remainder of the financial year, according to the assumed year end spend this approximately £441,000, this is not fixed and is based on pre-budget discussion that have taken place, which would leave a possible year end bank balance of approximately £609,000. We have reserve requirements of £165,716 for this financial year and our Committed Reserves Fund currently stands at £353,306.

Action:

To note the balances and to discuss possible solutions including the possible use of Investment Fund, which will be presented as a future item.

SVS

2nd November 2020

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**Sandbach
Town
Council**

SANDBACH TOWN COUNCIL

EQUALITY POLICY STATEMENT

THE COUNCIL'S EQUALITY STATEMENT

The Council aspires to be an Equal Opportunities employer, service provider and community leader. Our aim is to ensure that all employees and service users are not subject to any form of discrimination, harassment and/or victimisation at any time on the basis of age, gender, gender reassignment, ethnic origin, colour, disability, illness (such as HIV or AIDS), marital status or being in a civil partnership, nationality, race, religion or belief, sexual orientation, pregnancy and maternity or social background.

POSITIVE ABOUT EQUALITY, DIVERSITY AND HUMAN RIGHTS

This Policy recognises its general equality duty under the Equality Act 2010.

The Council is committed to providing the highest quality of governance and service and recognises that the implementation of an effective Equality Policy is an integral part of any approach based on quality of service and provision. [It is not a coincidence that an organisation that is able to provide services to meet the diverse needs of its users, usually carries out its core business efficiently. Equally a workforce that has a supportive environment is more productive.] The Council as a corporate body has responsibilities as an employer, a service provider and a public authority, but both Members and employees as individuals also have responsibilities as well as rights.

The Council is committed to ensuring that our services and employment practices are fair, accessible, responsive and appropriate for all residents, clients and service users, voluntary and business organizations and visitors in the community we serve, as well as the dedicated staff we employ and volunteers and partners who work with us.

The Council will strive to advance equality of opportunity between people who share a protected characteristic and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

The Council will engage with people it believes to have an interest in our approach to Equality. It will undertake periodic Equality Assessments to help in deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way. and if so, what can be done to change it.

POSITIVE AS AN EMPLOYER

The Council is committed to making full use of the talents and resources of all its employees. It will recruit, reward, develop, promote and transfer employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they can bring to the job.

The Council will encourage and develop all employees to support and carry out the requirements of this Equality policy. All employees will be encouraged to identify and disseminate good practice.

Recruitment

The Council recruitment process must result in the selection of the most suitable person for the job, in respect of experience and qualifications. It is against The Council's policy to discriminate either directly or indirectly on the grounds of any characteristic listed in its Equality Statement, at any stage of the recruitment process.

The Council staff must ensure that:

- all job opportunities are open to all applicants
- no prejudgement or assumptions are made by recruiters or managers
- all applications are given equal consideration
- no decision is made in advance regarding the outcome of recruitment
- all applicants and staff are made aware of the Council policy on recruitment

All recruitment publicity must positively encourage applications from all suitably qualified and experienced people and should avoid any stereotyping of roles. All publicity should state that the Council is an Equal Opportunities employer and welcomes diversity. All vacancies must be advertised in accordance with the Council's Personnel Policies.

The selection process must be carried out consistently at all levels. It must be fair and non-discriminatory. Application forms where used, must state that the Council is an Equal Opportunities employer. The only criteria to be used in the selection process are those based on the skills, experience and qualifications essential for the job.

All aspects of The Council's recruitment and selection process will be monitored by the Town Clerk to ensure the Council meets its obligations as an Equal Opportunities and quality employer.

Training and Development

Training and development opportunities will be made available to all employees and any form of discrimination whether direct or indirect will not be tolerated. Priority will be given to training or development activity which is linked to the achievement of the Council's aims and objectives. Where resources permit the Council will support training and development beyond the needs of the job which can be returned as a benefit to the Council i.e. increased flexibility, breadth of experience and commitment.

Terms and conditions

All employees will be treated equitably with respect to pay and other conditions of their contracts of employment.

Breaches of Policy

Employees who feel that they have been subject to discrimination should attempt to resolve the issue by talking to the individual whom they feel has acted inappropriately. If this does not resolve the issue then the employee can approach their manager or, if necessary, the Town Clerk under the Grievance Procedure.

Harassment

The Council will not tolerate or accept any form of harassment of its employees. All employees have the right to be treated with dignity and any contravention of this right may be subject to the appropriate grievance or disciplinary procedure. Harassment policy and processes are included in the Council's Personnel Policies.

Discrimination against people with disabilities

The Council will make reasonable changes to the physical features of its premises or to its method of undertaking business where this can enable an employee to properly undertake their job role. We will think positively about disabled staff as we do with disabled customers.

Religious discrimination

Discriminatory behaviour which fails to acknowledge the rights and needs of people with different beliefs or practices will be treated as a disciplinary offence.

Bullying

Workplace bullying is a separate issue from sexual and racial harassment but the effects can be the same. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level and it is the responsibility of all managers to eliminate any form of bullying which they become aware of. Allegations of bullying will be dealt with under the grievance or disciplinary procedures. Any employee who feels they are being bullied should consult any manager or the Town Clerk.

Victimisation

The Council will ensure that no employee is treated less favourably than other people because, for example they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

Age

- Recruitment, is based entirely on relevant criteria, this criteria will be specific to the post and will not include age or age related criteria
- All job advertisements will avoid the use of ageist language. Phrases such as 'applicants should be 25-35 years of age', 'young graduates' and 'mature person' are discriminatory
- Person specifications must focus on job needs only. Criteria unnecessarily specifying experience, personal qualities or qualifications will be removed from job advertisements and person specifications
- Where appropriate, advertisements will be designed to attract a mixed-age response through advertising
- Age related details will be separated from the application form as far as practicable
- Direct age related details (such as date of birth) will be separated via the equal opportunities monitoring form
- Application forms will be reviewed to minimise inferred calculation of age.
- The selection of candidates will be based upon individual assessment against the relevant criteria and will not include age or age-related criteria
- Candidates will be selected on the basis of skills and abilities. Recruitment procedures will ensure that the process is fair, consistent and does not discriminate against a particular age group
- Only job-related questions should be asked of job applicants. Candidates will be measured against selection criteria to help decision-making
- All successful applicants will be subject to an employment medical questionnaire irrespective of age. Assumptions about capability or medical fitness will not be based on the age of the applicant
- Selection panel members must not make judgements about the abilities of a candidate based on stereotypical assumptions about age

- Promotion, training and career development opportunities will be provided equally for all staff whatever their age
- Procedures relating to appraisal, regarding and the award of accelerated or discretionary increments and other employment situations where selection is required will apply to all staff regardless of age. Any such review will focus on skills and ability
- The take-up of training and development from different ages will be monitored
- Specific length of service provisions relating to pay and benefits will only be permitted where this can be justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience
- Pay scales and access to other benefits including the occupational pension and bonuses will not be based on age. Any age related criteria will be removed
- All policies will be reviewed to check whether they include reference to age related or length of service related entitlement. Where age or length of service related criteria are used these will be reviewed and revised where necessary
- The Council does not have a default age for retirement
- Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified under the regulations
- Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory

Responsibilities

- All employees of the Council have a responsibility to ensure that the Council's Equal Opportunities policy is communicated and its requirements adhered to.
- All the Council staff will receive training and development in equal opportunities issues. The Council policies on managing diversity form part of its Employee Handbook.

POSITIVE ABOUT SERVICE DELIVERY

The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of the Council's services. It will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.

All aspects of the Council's Equalities Policy impact on the manner in which it directly delivers services to and for its customers.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make its services accessible to all.

Breaches of this Policy by staff will be subject to the grievance and discipline procedures.

Where any service is delivered indirectly by contractors, partners or volunteers, the Council will ensure that they understand its Equality Policy and adhere to it.

POSITIVE ABOUT COMMUNITY LEADERSHIP

The Council has a local governance and community leadership role. Local residents, members of local organisations, businesses and visitors have the right to expect fair and non-discriminatory treatment when engaging with the Council.

The Council recognises the diversity within the community and seeks to reflect this in the work it undertakes within that community. All aspects of the Council's Equalities Policy impact on the manner in which engages with the community.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make it easier for everyone to engage with it.

POSITIVE ABOUT DISABILITY

Inclusive

The Council believes that as far as possible, disabled customers should be able to obtain services in the same way as other customers who are not disabled. However, given the constraints of operating from existing buildings, there will be some situations where the same treatment is not possible. In such cases, the Council will devise a solution as to how best to service our disabled customers, which demonstrates respect for their dignity.

Finding Out

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers with different disabilities may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

Existing Premises

The Council will focus particularly on making reasonable adjustments to the physical features of the premises. Where a physical feature makes it impossible or unreasonably difficult for disabled customers to make use of a service, we will take reasonable measures to:- remove the feature, or alter the feature, or provide a reasonable means of avoiding it, or provide a reasonable alternative method of making the service available.

Getting Better

The Council will plan the development of our business with disabled people in mind. We will ensure our staff are aware of disability issues and are trained to meet the needs of disabled customers.

POSITIVE ABOUT DEMOCRACY

Where councillors are to be elected, the Council will make information available as widely as possible about the election, and help people who are interesting in standing for election, with the objective of reflecting the diversity of the Parish.

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity. Selection will be made against objective criteria.

The Council will always promote democracy, encourage all people to engage with it and vote at elections.

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Cash & Payment Handling Policy & Procedures

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8 Petty cash	8

Date of preparation: November 2012

Date of updates: July 2019

Approved: FCM08.08.19

1. INTRODUCTION

The management and safekeeping of cash is of prime importance to Sandbach Town Council (STC). It is essential that all STC staff adhere to the Cash & Payment Handling Policy & Procedures in place to reduce the risk of misappropriation of funds to STC and to protect all staff dealing with cash as part of their duties

Cash throughout this procedure document not only relates to GBP notes and coins but also to cheques, debit/credit card transactions, bank transfers and PayPal payments.

This procedure document applies to **all** locations where cash is encountered.

2. ACCOUNTIBLTY

It is the responsibility of **all** staff handling cash or coming into contact with cash as part of their duties to understand and adhere to the Cash Handling and Banking Procedures in place. Failure to do so will result in appropriate disciplinary action being taken.

3. PAYMENT METHODS

Income can be received by the following means:

Cash

Cheques

Bank Transfers/ BACS

Debit/ Credit card

PayPal payments

Payments by cash

Payments by cash are received for a variety of reasons. Cash must be receipted to the customer and a copy retained for consolidation of banking. The purpose and details of transaction must be clearly written on the receipt to allow for accurate appropriation of income.

Payments by Cheque

All cheques should be made payable to 'Sandbach Town Council'. Please ensure the Payee's full name and payment reference is quoted. All cheques should be drawn on a UK bank account and be paid in GBP. Cheques should be marked for the attention of the Finance and Administration Office and posted to Sandbach Town Council, Sandbach Literary Institute, Sandbach, CW11 1AE, or delivered to the Finance and Administration Office. Payments by cheque must be receipted to the customer and a copy retained for our records and processing.

Payments by Bank Transfer/BACS

Payments can be made directly by bank transfers. Full payee information and invoice/reference number must clearly include on all transfer documentation. Please be aware that transfers can take up to a week. It must be recommended that the customer keep a copy of the transfer.

Bank details are available from the accounts and administration team to facilitate BACS payments to made direct to STC. Payments by bank transfer must be receipted to the customer and a copy retained for our records and processing.

Payments by Debit/Credit Card

Payments taken by debit/credit card must be whilst the customer is present, we do not accept payments by card over the telephone or via email/ written communication. All payments taken by debit/credit card must be receipted to the customer and a copy retained for our records and processing.

PayPal payments

PayPal is used for ticket sales only. The customer receives an email which is their receipt. Payments for purchases are not permitted from the PayPal account.

Invoicing

This is a function carried out by the Finance Officer. This is an email or paper-based function and invoices should be generated in good time and emailed or posted to the customer, clearly showing what the charge relates to and when payment is expected. Payment terms are 14 days. Payments for invoices can be made by Cash, Cheque, Bank transfer or Debit/Credit card only.

4. RECEIPT OF INCOME

Cash and Cheque

On receipt of payment by cash or cheque, the operative taking the payment should provide a receipt to the customer. The receipt should detail the customer's name and address, date of receipt and full details of what the customer has paid for. (In order for the payment to be processed correctly by the Finance Officer you must take detail as much as possible.). Once completed the cash should be placed in the safe with the STC copy of the receipt, until banked. Cheques received directly by finance and administration team will be held in the administration office until banked.

Cheques: Please complete the below validation checks:

- a. Valid Date (i.e. not post-dated),
- b. Payable to STC
- c. Amount in words matches the amount in figures,
- d. Signature
- e. Any amendment to the cheque has been initialled by the customer.

Debit/ Credit card payments

Payments taken by debit/credit card must be whilst the customer is present. All payments taken by debit/credit card must be receipted to the customer and a copy retained for our records and processing. The receipt should detail the customer's name and address, date of receipt and full details of what the customer has paid for. The customer should be offered a copy of the transaction slip for their records, and the merchant payment slip should be retained and kept locked away in a secure place, information of the payment taken transferred to the payment summary record sheet provided. When taking payment check the name on the card matches the client paying. The merchant slip should be stapled to the STC receipt.

Bank transfer/ BACS

On receipt of a BACS payment, the Finance Officer will email a sales receipt to the customer. If a client requests to pay by BACS they must be asked to make their

payment reference either their invoice number, date of booking or booking reference, this will ensure the payment can be allocated correctly by the Finance Officer.

PayPal

PayPal can only be used for the sale of tickets for events, this is completed via the website. Once a purchase has been made the customer will receive an email which is their receipt and ticket. The Finance Officer will complete the transfer of funds from the PayPal account to the STC bank account.

Individual payments of cash for a group activity

A register of attendees should be kept, both for our audit purposes and as a fire register, and their cash payment recorded on this register.

Receipts

Full details should always be obtained when taking a payment/ receipt of cash. This will ensure the Finance Officer is able to process the payment correctly. STC copies of the receipt should always be placed with the cash taken.

5a. CASH HANDLING

Following receipts of cash, the cash must be securely stored prior to banking. The cash should be banked at the earliest opportunity. The process of banking and transporting cash to the bank is detailed below.

TOWN HALL

Bar Takings

At the end of the event, the bar till should be closed off by the senior member of staff by completing the Z read on both the till and the card machine. All monies and paperwork should be bagged up and placed in the float bag, the float bag should be sealed and the placed in the safe awaiting banking.

Bookings payments

See section 4, Cash and Cheque for receipt information. Once the payment has been taken, it should be placed in the safe in the cash tin with the STC receipt whilst awaiting banking, where a payment summary sheet is provided, note relevant information.

Payments by Debit/Credit Card see section 4 for receipt information. As there is no physical cash for this transaction the payment detail should be noted on the summary sheet provided and kept locked away with the card transaction slip and STC receipt.

Cinema/ Events

We use 2 off site shops to sell Cinema tickets. These should be checked regularly, and any monies taken should be collected for receipt to our bank. On taking monies from these shops a receipt must be given to them for proof of collection. For sales at the STC offices, the customer is given a ticket which is classed as their receipt, a

note of the customer's name and how many tickets they purchased and for which event should be noted on the payment summary sheet provided. We can accept cash, cheque or debit credit card payments for Cinema and also PayPal for events. The receipted monies should be kept in the safe in the relevant cash tin whilst awaiting banking.

When working at an offsite event, cash is to be collected in tranches of values no greater than £250. When £250 has been collected, then the cash handler must return to the office, bag the cash up with details of receipt number sequence and store the cash in the safe until all cash has been collected.

Markets

Applying the pricing policy, all traders are to pay their due rental charges, rents are to be collected after set up in an ordered fashion. Cash is to be collected in tranches of values no greater than £250. When £250 worth of rent has been collected, then the cash handler must return to the office, bag the cash up with and store the cash in the safe until all cash has been collected.

Total cash should then be counted by two members of staff and once agreed kept in the safe whilst awaiting banking. All cash payments must be receipted.

When taking cash at a satellite market, cash should be returned to the office directly after all rents have been taken.

Traders can pay rent via direct bank payments, if they requested this, they should be asked to quote their stall/ unit number as the bank reference.

5b. PROCESSING TO THE BANK

Banking/ Cashing up is completed by the Finance Officer, who is also responsible for ensuring the floats are available for events in the Town Hall, see section 6. Market takings can be processed to the bank by the Facilities Manager and Ranger if they are both present. Banking should, where possible, always be completed with 2 people present.

Bar Takings

There is a float system in place, the float for events will be kept in a sealed cash bag ready for use. The Finance Officer will complete the banking and process the takings sheet by removing the float and reconciling the remaining cash against the Z read from the till and the Card Payment machine. Once reconciled the cash will be entered on the bank giro slip (BGC) and taken to the bank, if cash can not be taken to the bank on the same day as reconciliation it should be stored securely. Any discrepancies will be investigated.

Markets

The takings should be reconciled against the receipts given and full information recorded on the takings sheet showing a full breakdown of takings for Indoor, Outdoor and Gazebos. Once reconciled the cash will be entered on the bank giro slip and taken to the bank, if cash cannot be taken to the bank on the same day as reconciliation it should be stored securely. Any discrepancies will be investigated.

Banking Preparation and completing the Bank Giro SlipCash

Separate cash into coin denominations and note denominations.

Coins:

Coins are bagged into clear bank coin bags adhering to the denomination limits on the front of each bag.

Remaining coins not equalling a denomination limit should be treated as oddments and placed in one clear bank coin bag.

The breakdown of coin denominations should be filled in on the right-hand side of the BGC slip.

Notes:

All notes should be kept with the largest value at the bottom (£50 on bottom, £5 on top).

Notes must be flat, not rolled or folded.

Notes must be bundled together using an elastic band.

The breakdown of note denominations should be filled in on the right-hand side of the BGC slip.

Total the cash amount and enter the same amount on the counterfoil.

Cheques (validation check should have been implemented when payment was taken, see Section 4) the total of all cheques should be written on righthand side of the BGC, how many cheques there are in the cheque box and the total amount noted on the counterfoil.

Finalising the BGC:

On the *Paid in by* line clearly write your name.

Double check the total, on the left-hand side of the paying in slip, please note details of what the payment is for which enable the payment to be processed correctly.

The completed BGC and cash should then be taken to the bank where it can be paid in either via the cashier or via the payment machine method. A receipt or cashiers stamp should always be obtained.

See below for banking different totals/ quantities of cash.

BGC books can be obtained from the finance and administration team. The books allocated to each site will have unique pay in numbers, used to identify pay-ins as they are credited to the bank accounts.

Banking high quantities of Cash

Cash to the value of £250 can be taken to the bank in a non-descript, but secure bag by one person. Should any person be challenged and threatened for the money, the money should be handed over and no risk to the person taken.

Cash to a value up to £250 can be taken to the bank by 1 person. Cash to a value between £250 and £1000 should be taken to the bank by two members of staff.

Cash to a value over £1000 should be divided into values below £1000 and taken to the bank by two members of staff at random intervals.

Money should be stored in the safe until it is able to be taken to the bank to be deposited.

Whenever practicably possible, two members of staff should be present to count the money. All errors should be reported to the Duty Manager and any explanations or reasons known for a discrepancy noted clearly with the cash and paperwork.

Taking cash to the bank should be done at varied times and to no fixed pattern.

Should a member(s) of staff be challenged and threatened for the cash, no resistance should be made, or risk taken to endanger the member(s) of staff. As much detail as possible regarding the assailant should be remembered in terms of appearance, height, age, accent, dialect, clothes, vehicles, direction of travel etc.

6. OTHER INFORMATION

Floats

Floats are used for Town Hall events for the bar or ticket sales. The main float for use within the Town Hall operations is £550.

The Finance Officer is responsible for ensuring that a float is ready and available for use when required. Floats are kept in sealed cash bags and should only be opened when used at an event, each time a float is made up it will be sealed with a unique sealed reference number. A list of all floats made up with the amount and the seal references are kept by the Finance Officer. Regular checks take place to count the floats to ensure it is correct.

Within the £550 is a change float, this is available for use within the Town Hall operations only and can be used to access change should a replenishment be required in the till during an event. Should change be required, the relevant amount should be taken from the till and swapped with the relevant coins, a no sale slip should be signed by the senior member of staff to indicate that this has taken place.

Accuracy

When physically counting cash always take your time and if you are unsure count the cash again. If you are handed a large volume of mixed notes it is useful to split them into their denominations before counting to avoid confusion. Do not be distracted or intimidated by customers. If you are struggling or the customer is disputing the value of cash handed over then ask a colleague to double count it for you.

When keying card/ debit card transactions, ensure the correct amount is entered and checked by the customer before processing.

All cash should be counted in a secure location such as the office, behind locked doors and access to the counting area restricted whilst the money is on the table.

Cash

Cash held in the safe should be kept to a minimum.

Cheques

When taking a cheque from a customer check the following before receipting:

Valid Date

Correct Payee

Amount in words and figures match

Signature – Could be checked against other I.D

Any amendment is initialled

Details of the cheque guarantee card should be written on the reverse of the cheque

Tills

If it is necessary to leave the till unattended it must be locked, and the key should always be kept with the operator until returning to the counter. When processing a transaction, the till drawers should not be left open any longer than necessary.

7. SAFE & INSURANCES

The safe has a maximum insurance value of £5,000. This value should not be exceeded, and no other safes can be used for the storage of cash.

8. PETTY CASH

Petty cash is held in the Finance and Administration Office. Authorised officers can only access the petty cash for small purchases required for day to day operation. Just enough cash expected to cover the necessary purchase should be taken from the petty cash tin, not excessive amounts “just in case”. A detailed VAT receipt must be obtained and returned to the petty cash tin with any change. Details of the purchase should be entered in the Petty Cash book.

Petty Cash should be stored in a secure and discrete location. Maximum single spend is £50, any items over £50 should be purchased via the purchase order system. The use of petty cash is for small, unplanned purchases, where possible main suppliers should be used for regular purchases to ensure cost efficiency and effective monitoring of spend.

Sandbach Town Council Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:		
Applicant/s	Vanessa Baldry	
Organisation	Hope House Children's Hospice	
Description of Project/Event: A cuddle bed for our end of life services		
Project Objectives: The bed will allow parents and other family members of a seriously ill or dying child to lie down next to their child and comfort them at the most terrifying time in their life.		
How did the grant enable you to meet the Project Objectives? This grant has taken us closer to meeting our shortfall in funding so that we can purchase the bed. The total cost of the bed is £14,250 and following the award of further grant applications which are pending, we hope to be able to go ahead with the purchase soon		
What were the benefits of the Project/Event? We do not currently have beds at Hope House that accommodate two people (for example a parent and child). The addition of this bed to our facilities will offer great support to families whose child is at end of life.		
Date of Completion Project/Event: 31/12/2020		
What promotional material was used to publicise your event? We have not publicised this yet, but as soon as the bed has been delivered to the hospice, we will aim to do this and will acknowledge the support of STC on our website and in our social media.		
Did STC receive any recognition for its support?	YES	NO
Grant Received from Sandbach Town Council:	£250	
Did the Grant lever any additional income or grant funding, if so how much and from what source?		
Amount	From	
£1000	The Walker Trust	

17.1

Grant/s Received from other bodies:	
Amount	From
£3000	MBNA,
£2000	E&A mellows,
£1000	Charles Littlewood Hill
£500	Donnington Muxton PC
£350	Brecon TC
£300	Dawley Hamlets PC
£250	Rhayader TC
£250	Chirbury with Brompton PC
£1000	Walker Foundation
£2000	Tula Trust
Total Event/Project cost	£14,250
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled: We will send a photo of the bed as soon as it is purchased and has arrived at Hope House.	
Completed by: Vanessa Baldry	Date:01/09/2020

Additional Information which you may feel useful:

Sandbach Town Council Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

PROJECT/EVENT NAME:	
Applicant/s	SARAH DAVILAS - Secretary
Organisation	Sandbach Heath (St Johns) Playgroup
Description of Project/Event: To provide the children, now and in the future, with new sports equipment and a safe storage shed/container so it can be kept and protected outside.	
Project Objectives: The shed is an imperative purchase to protect the multitude of sports equipment we have been able to purchase for the children. Early years vital to children's growth + development. Taking part in sports + outdoor games impacts all 7 areas of learning and ^{Early Years} foundational stage ^{curriculum}	
How did the grant enable you to meet the Project Objectives? The grant with completely covers the cost of the storage shed we have chosen and a range of new toys and equipment.	
What were the benefits of the Project/Event? The benefits will be that the children's development in all areas can be enhanced. The equipment will last and be looked after for children in the future too.	
Date of Completion Project/Event: Unfortunately not complete yet + BS.	
What promotional material was used to publicise your event? Mainly facebook	
Did STC receive any recognition for its support?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Grant Received from Sandbach Town Council:	£1600
Did the Grant lever any additional income or grant funding, if so how much and from what source? N/A.	
Amount	From

Grant/s Received from other bodies: <i>N/A</i>	
Amount	From
<i>(Handwritten line through the empty table)</i>	
Total Event/Project cost	£1600
Please provide a statement of Expenditure of Grant Monies on a separate sheet.	
<p>If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:</p> <p><i>Absolutely! We were unfortunately delayed due to Covid restrictions, but have managed to complete just with an delay of some of the new equipment. Already enjoying the childrens participation in sports and added my activities.</i></p>	
Completed by: <i>John Dyer</i>	Date: <i>Nov 2020</i>

Additional Information which you may feel useful:

Shed + screws + part: £761

Storage shelves inside: £163

New toys + equipment: £676.