

presented as a summary only to show effects of the closures on income. A more in-depth report showing outcome of end income and expenditure figures against budgets was requested for the next Finance meeting.

RESOLVED: That the report be noted and received, and a more in-depth report be presented at the next Finance meeting.

7. ANNUAL DIRECT DEBIT AND BACS APPROVALS [FINANCE]

The current list was presented for approval.

RESOLVED:

- i-The Direct Debit List is approved
- ii- Cancellation of Wirehouse Direct Debit is approved
- iii-The Direct Debit list is recommended to Full Council for approval to continue to pay suppliers by Direct Debit.
- iiii-The request to continue to pay suppliers by BACS is recommended to Full Council for approval

8. SUPPLIER INVOICES [FINANCE]

8.1 WATERPLUS

The latest invoice from Waterplus was presented for payment. It was noted that this invoice is in dispute due to the high costs, there may be a leak which has caused high volume usage noted on the invoice reading, the invoice remains payable during investigations.

RESOLVED: That invoice INV062767171 for £8,836.99 is approved and is to be paid from nominal code 6110 (Rates and Water) across 3 cost centres 180 Town Hall, 191 Indoor Market Hall and 200 Public Conveniences, payment to be delegated to the Finance Officer, and that a specialist is sourced to investigate the possible leak.

9. INTERNAL AUDIT REPORT [GOVERNANCE AND POLICY]

The Second Internal Audit report with office updates was presented.

RESOLVED: That the Audit report be noted and received, and that it is recommended to Full Council for noting.

10. EQUALITY POLICY [GOVERNANCE AND POLICY]

The Draft Policy was presented, the Chair noted that the presented policy had been updated in line with the comments made at the last Finance meeting, further comments from Councillors, and comments from ChALC and Ellis Whittam (the Councils HR Advisors). ChALC said S.T.C should be more specific about how periodical reviews for the policy should happen. The Chair noted that the strategy for assessments would be set by the F.P.G committee working with the appointed Diversity Champion, which means S.T.C could focus on areas of concern, and that we would not be looking to review all areas of the Policy on every Town Council cycle the Personnel Committee would set the strategy for the assessments of the employees and how it works for them.

RESOLVED: That the Equality Policy is recommended to full Council for adoption with the below changes:

It was note that the below should be added:

- That the Policy should be reviewed as and when National changes occur and ask Ellis Whittam to update the Council on any legislative changes that occur.
- That any employee should instigate the Councils complaint/grievance procedures should the breaches of policy take place if there is no resolution to a complaint. (The correct procedure would be clarified)

11. LETTERS OF THANKS

There were none.

12. CORRESPONDENCE

There was none.

13. ITEMS FOR THE NEXT MEETING

Updated and more in depth Covid-19 Finance report

14. UNDISCHARGED RESOLUTIONS

The report was presented and noted that one item, Equality Policy, will be removed due to presentation at this meeting.

RESOLVED: That the report be received.

15. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Finance, Policy and Governance Committee is 5th August 2021 details to be announced.

Meeting closed at 19.43

Chair of Finance

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Month No: 12 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EIMR
<u>100 Town Council Income</u>								
1176 Precept	667,543	667,192	687,192	0			100.0%	
1190 Interest Received	1,598	386	800	414			48.3%	
1912 Other Income	0	2,500	0	(2,500)			0.0%	
Town Council Income :- Income	669,141	690,078	687,992	(2,086)			100.3%	0
Net Income	669,141	690,078	687,992	(2,086)				
<u>101 Administration</u>								
1913 Covid Disc. Grant	0	1,856	0	(1,856)			0.0%	
Administration :- Income	0	1,856	0	(1,856)				0
4100 Mayor's Allowance	2,167	1,636	2,000	364		364	81.8%	
4101 Civic & Ceremonial	1,295	730	2,500	1,770		1,770	29.2%	
4108 Outlook 365	2,275	0	0	0		0	0.0%	
4110 ICT Support/Packages	5,647	7,151	8,950	1,799		1,799	79.9%	
4111 Subscriptions	3,341	3,756	3,600	(156)		(156)	104.3%	
4112 Audit Fees	3,890	0	0	0		0	0.0%	
4114 Accountancy & Audit Services	3,550	7,620	8,200	560		560	92.9%	
4120 Insurance	7,050	7,991	10,000	2,009		2,009	79.9%	
4121 Rent-SLI	7,120	4,460	7,120	2,660		2,660	62.6%	
4122 Utilities - SLI	3,843	3,423	3,500	77		77	97.8%	
4123 Telephones	1,913	2,293	2,500	207		207	91.7%	
4130 Stationery	1,486	659	1,500	841		841	43.9%	
4131 Photocopying	719	331	1,000	669		669	33.1%	
4135 Postages	152	216	400	184		184	54.0%	
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	4,420	8,500	4,080		4,080	52.0%	
4142 Office Maintenance	159	0	500	500		500	0.0%	
4150 Travelling Expenses	80	0	500	500		500	0.0%	
4151 Training	1,654	95	4,000	3,905		3,905	2.4%	
4152 HR & H&S Support	2,496	8,352	3,000	(5,352)		(5,352)	278.4%	
4154 Aged debt write off	0	2,052	0	(2,052)		(2,052)	0.0%	
4196 Hospitality	71	0	0	0		0	0.0%	
4197 Bank Charges	2,202	975	2,500	1,525		1,525	39.0%	
4198 Cleaning	150	0	0	0		0	0.0%	
4199 Other Expenses	59	50	550	500		500	9.1%	
4400 Storage Unit Rental	3,653	(249)	0	249		249	0.0%	
4630 Legal Fees	0	734	1,500	766		766	48.9%	
6091 Covid-19	0	2,001	0	(2,001)		(2,001)	0.0%	
Net Expenditure	(72,052)	(67,134)	(99,100)	(31,966)				(31,966)
Grants/Discretionary Payments :- Indirect Expenditure	72,052	67,134	99,100	31,966				0
Net Expenditure	0	0	0	0				0

Notes:
This is an interim report as the year-end accounting procedures and actions are not complete as at the publication date. The final year-end reports are being presented to Council in June 2021.

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6140 Waste Disposal	1,023	1,113	1,350	237		237	82.4%	
6290 Advertising	854	797	800	3		3	99.6%	
Administration :- Indirect Expenditure	65,634	60,604	82,470	21,866	0	21,866	73.5%	0
Net Income over Expenditure	(65,634)	(68,746)	(82,470)	(23,722)				
<u>102 Staff Costs</u>								
4000 Salaries	122,633	139,178	127,500	(11,678)		(11,678)	109.2%	
4001 Employer's NI	12,011	13,962	11,100	(2,862)		(2,862)	125.8%	
4002 Employer's Superannuation	25,229	29,474	27,800	(1,674)		(1,674)	106.0%	
Staff Costs :- Indirect Expenditure	159,873	182,615	166,400	(16,215)	0	(16,215)	109.7%	0
Net Expenditure	(159,873)	(182,615)	(166,400)	16,215				
<u>105 Publicity</u>								
4300 Newsletter Printing	4,134	0	4,740	4,740		4,740	0.0%	
4310 Website Maintenance	489	263	420	157		157	62.6%	
Publicity :- Indirect Expenditure	4,623	263	5,160	4,897	0	4,897	5.1%	0
Net Expenditure	(4,623)	(263)	(5,160)	(4,897)				
<u>110 Grants/Discretionary Payments</u>								
4500 Transport Festival	12,000	0	12,000	12,000		12,000	0.0%	
4503 Hanging Baskets	7,109	3,697	8,000	4,303		4,303	46.2%	
4508 Christmas Lights	13,367	25,828	27,500	1,672		1,672	93.9%	
4515 Concert Series	2,500	2,500	2,500	0		0	100.0%	
4530 Community Grants	7,904	16,558	20,000	3,442		3,442	82.8%	
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	67,134	99,100	31,966	0	31,966	67.7%	0
Net Expenditure	(72,052)	(67,134)	(99,100)	(31,966)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Community Events								
4810 Events Income	6,682	0	0	0	0	0	0.0%	0
Community Events :- Income	6,682	0	0	0	0	0	0.0%	0
4820 Community Events	13,785	195	3,200	3,005	3,005	3,005	6.1%	0
Community Events :- Indirect Expenditure	13,785	195	3,200	3,005	0	3,005	6.1%	0
Net Income over Expenditure	(7,103)	(195)	(3,200)	(3,005)				
180 Sandbach Town Hall								
1913 Covid Disc. Grant	0	17,415	0	(17,415)			0.0%	0
4801 Ticket Income	3,792	0	8,000	8,000			0.0%	0
4806 Refreshment sales	6,265	(2)	8,000	8,002			0.0%	0
4807 Cinema Income	6,468	0	6,600	6,600			0.0%	0
4808 Catering Income	663	0	0	0			0.0%	0
4809 Town Hall other income	283	0	0	0			0.0%	0
6000 Town Hall hire fees	66,394	7,013	70,000	62,987			10.0%	0
6002 Town Hall Bar Income	24,673	149	35,000	34,851			0.4%	0
Sandbach Town Hall :- Income	108,537	24,576	127,600	103,924			19.3%	0
4831 Town Hall Events Costs	2,739	1,972	1,000	(972)	(972)		197.2%	0
4838 Cinema Costs	4,863	458	5,500	5,042	5,042		8.3%	0
4839 Catering Purchases	963	0	0	0	0		0.0%	0
4840 Refreshment purchases	956	1	1,750	1,749	1,749		0.1%	0
6010 Town Hall Bar Purchases	11,191	13	17,500	17,487	17,487		0.1%	0
Sandbach Town Hall :- Direct Expenditure	20,712	2,444	25,750	23,306	0	23,306	9.5%	0
4670 New Purchases/Projects	0	3,269	20,793	17,524	17,524		15.7%	0
6020 Town Hall Salaries	86,467	59,062	107,500	48,438	48,438		54.9%	0
6021 Employers NIC	4,544	3,595	5,100	1,505	1,505		70.5%	0
6022 Superannuation	9,698	9,975	13,600	3,625	3,625		73.3%	0
6070 Training	418	0	660	660	660		0.0%	0
6080 Maintenance	5,587	3,194	4,640	1,446	1,446		68.8%	0
6091 Covid-19	0	2,743	0	(2,743)	(2,743)		0.0%	0
6100 Light and Heat	13,873	10,760	10,000	(760)	(760)		107.6%	0
6110 Rates and Water	7,548	10,273	8,000	(2,273)	(2,273)		128.4%	0
6120 Repairs	3,569	2,539	4,000	1,461	1,461		63.5%	0
6124 Condition Survey	278	250	35,990	35,740	35,740		0.7%	0
6140 Waste Disposal	1,397	1,396	1,450	54	54		96.3%	0
6150 Security	0	35	500	465	465		7.0%	0
6220 Cleaning	1,815	2,246	3,000	754	754		74.9%	0
6230 Equipment renewals	5,159	1,443	3,000	1,557	1,557		48.1%	0
Outdoor Market :- Income	34,453	14,011	45,000	30,989	0	(297)	31.1%	0
Income Write off	0	297	0	(297)	0	(297)	0.0%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6280 Telephone	4,818	4,384	4,000	(384)		(384)	109.6%	0
6300 Performing Rights Licence	11	774	800	26		26	96.8%	0
6310 Premises Licence	200	200	500	300		300	40.0%	0
6340 Marketing	536	559	2,000	1,441		1,441	28.0%	0
6350 Irrecoverable VAT	6,632	7,958	6,250	(1,708)		(1,708)	127.3%	0
7000 Public Works Loan Board	29,605	29,605	29,606	1		1	100.0%	0
Sandbach Town Hall :- Indirect Expenditure	182,155	154,259	261,369	107,130	0	107,130	59.0%	0
Net Income over Expenditure	(94,330)	(132,127)	(159,539)	(27,412)				
182 Car Parks								
4619 Car Parks refurbishment	0	6,284	100,947	94,663		94,663	6.2%	0
6080 Maintenance	18	40	500	460		460	8.1%	0
Car Parks :- Indirect Expenditure	18	6,324	101,447	95,123	0	95,123	6.2%	0
Net Expenditure	(18)	(6,324)	(101,447)	(95,123)				
184 Town Hall Shop Units								
6005 Town Hall Shop Units	15,850	13,433	15,850	2,417			84.7%	0
Town Hall Shop Units :- Income	15,850	13,433	15,850	2,417			84.7%	0
6351 Town Hall Units Expenditure	916	266	1,500	1,234		1,234	17.8%	0
Town Hall Shop Units :- Indirect Expenditure	916	266	1,500	1,234	0	1,234	17.8%	0
Net Income over Expenditure	14,934	13,166	14,350	1,184				
185 Ranger								
6230 Equipment renewals	0	1,483	12,000	10,517		10,517	12.4%	0
Ranger :- Indirect Expenditure	0	1,483	12,000	10,517	0	10,517	12.4%	0
Net Expenditure	0	(1,483)	(12,000)	(10,517)				
190 Outdoor Market								
1900 Other Market Income	0	275	0	(275)			0.0%	0
1905 Outdoor Market Income	22,986	10,581	45,000	34,419			23.5%	0
1906 Christmas Markets	3,866	0	0	0			0.0%	0
1907 Other Market Income	3,035	650	0	(650)			0.0%	0
1911 Gazebo Income	4,556	1,109	0	(1,109)			0.0%	0
1913 Covid Disc. Grant	0	1,396	0	(1,396)			0.0%	0
Outdoor Market :- Income	34,453	14,011	45,000	30,989	0	(297)	31.1%	0
Income Write off	0	297	0	(297)	0	(297)	0.0%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670 New Purchases/Projects	0	0	5,284	5,284	5,284	5,284	0.0%	
6021 Employers NIC	1,467	1,810	1,400	(410)	(410)	1,240	129.3%	
6022 Superannuation	3,281	4,193	3,700	(493)	(493)	(493)	113.3%	
6023 Market wages	36,514	31,122	34,000	2,878	2,878	2,878	91.5%	
6070 Training	698	0	1,060	1,060	1,060	1,060	0.0%	
6080 Maintenance	265	243	2,000	1,757	1,757	1,757	12.2%	
6090 Health and Safety	262	0	450	450	450	450	0.0%	
6091 Covid-19	0	1,396	0	(1,396)	(1,396)	(1,396)	0.0%	
6100 Light and Heat	288	268	500	232	232	232	53.5%	
6110 Rates and Water	7,457	7,067	8,500	1,434	1,434	1,434	83.1%	
6120 Repairs	0	0	500	500	500	500	0.0%	
6124 Condition Survey	0	0	150	150	150	150	0.0%	
6140 Waste Disposal	4,581	3,250	5,000	1,750	1,750	1,750	65.0%	
6200 Motor expenses	11,827	2,148	4,500	2,352	2,352	2,352	47.7%	349
6230 Equipment renewals	1,895	0	3,000	3,000	3,000	3,000	0.0%	
6280 Telephone	155	129	175	46	46	46	73.6%	
6290 Advertising	1,807	0	2,500	2,500	2,500	2,500	0.0%	
6350 Irrecoverable VAT	1,563	645	3,125	2,480	2,480	2,480	20.6%	
6352 Christmas Market costs	2,179	0	0	0	0	0	0.0%	
Indoor Market :- Indirect Expenditure	74,239	52,569	75,844	23,275	0	23,275	69.3%	349
Net Income over Expenditure	(39,786)	(35,558)	(30,844)	7,714				
plus Transfer from EMR	0	349						
Movement to/(from) Gen Reserve	(39,786)	(35,209)						
191 Indoor Market								
1901 Indoor Market Income	36,089	17,362	35,000	17,638			49.6%	
1907 Other Market Income	4,568	1,378	0	(1,378)			0.0%	
1913 Covid Disc. Grant	0	4,332	0	(4,332)			0.0%	
Indoor Market :- Income	40,656	23,071	35,000	11,929			65.9%	0
4155 Income Write off	0	186	0	(186)		(186)	0.0%	
4613 Indoor Market Hall Project	21,837	1,215	0	(1,215)		(1,215)	0.0%	
6021 Employers NIC	688	834	600	(234)		(234)	139.0%	
6022 Superannuation	1,874	1,797	1,600	(197)		(197)	112.3%	
6023 Market wages	9,047	11,260	10,000	(1,260)		(1,260)	112.6%	
6070 Training	148	0	260	260		260	0.0%	
6080 Maintenance	638	245	800	555		555	30.6%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	0	4,332	0	(4,332)		(4,332)	0.0%	
6100 Light and Heat	2,161	1,301	7,000	5,699		5,699	18.6%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6110 Rates and Water	5,155	6,990	5,750	(1,240)		(1,240)	121.6%	
6120 Repairs	309	849	1,600	751		751	53.1%	
6124 Condition Survey	0	0	24,600	24,600		24,600	0.0%	
6140 Waste Disposal	1,139	895	1,300	405		405	68.8%	
6220 Cleaning	414	0	500	500		500	0.0%	
6230 Equipment renewals	734	2,882	4,750	1,868		1,868	60.7%	
6280 Telephone	62	55	720	665		665	7.7%	
6291 Market Hall Advertising	1,737	102	250	148		148	40.8%	
6350 Irrecoverable VAT	1,979	2,467	3,125	658		658	78.9%	
Indoor Market :- Indirect Expenditure	47,921	35,411	63,305	27,894	0	27,894	55.9%	0
Net Income over Expenditure	(7,265)	(12,339)	(28,305)	(15,966)				
200 Public Conveniences								
6091 Covid-19	0	304	0	(304)		(304)	0.0%	
6100 Light and Heat	444	315	600	285		285	52.6%	
6110 Rates and Water	1,706	5,048	2,500	(2,548)		(2,548)	201.9%	
6120 Repairs	1,103	50	1,000	950		950	5.0%	
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	96	1,000	904		904	9.6%	
6402 Vandalism Repairs	740	0	1,500	1,500		1,500	0.0%	
6406 Contract Cleaning	13,104	8,478	13,500	5,022		5,022	62.8%	
Public Conveniences :- Indirect Expenditure	18,277	14,291	20,425	6,134	0	6,134	70.0%	0
Net Expenditure	(18,277)	(14,291)	(20,425)	(6,134)				
400 Projects								
1192 Community Inf. Levy	0	2,077	0	(2,077)			0.0%	
Projects :- Income	0	2,077	0	(2,077)				
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%	
4614 Office Project	0	500	0	(500)		(500)	0.0%	500
4616 Town Hall Office	48,228	200	0	(200)		(200)	0.0%	200
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%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4645 Project Management Cons Fees	4,300	0	0	0	0	0	0.0%	
4648 Neighbourhood Plan	138	613	0	(613)	(613)	(613)	0.0%	250
4667 Asset Maintenance Prov	0	14,420	10,000	(4,420)	(4,420)	(4,420)	144.2%	4,420
4670 New Purchases/Projects	4,003	0	0	0	0	0	0.0%	
6350 Inrecoverable VAT	6,449	0	0	0	0	0	0.0%	
6500 Christmas Trees	1,650	0	0	0	0	0	0.0%	
Projects :- Indirect Expenditure	80,581	15,785	130,382	114,597	0	114,597	12.1%	5,370
Net Income over Expenditure	(80,581)	(13,708)	(130,382)	(116,674)	0	454,731	56.6%	
plus Transfer from EMR	0	5,370						
Movement to/(from) Gen Reserve	(80,581)	(8,338)						
Grand Totals:- Income	875,319	769,102	911,442	142,340			84.4%	
Expenditure	740,786	593,641	1,048,372	454,731	0	454,731	56.6%	
Net Income over Expenditure	134,533	175,461	(136,930)	(312,391)				
plus Transfer from EMR	0	5,719						
Movement to/(from) Gen Reserve	134,533	181,180						

Current/Reserve Bank A/c's

List of Payments made between 01/01/2021 and 31/03/2021

Date: 15/04/2021

Time: 11:58

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/01/2021	Legal and General	20830	213.74		Monthly Critical Illness
04/01/2021	Cheshire East Council	20831	624.00		Business rates JAN21
04/01/2021	Cheshire East Council	20832	107.00		Business rates JAN21
04/01/2021	Cheshire East Council	20833	699.00		Business rates JAN21
04/01/2021	Cheshire East Council	20834/5	67.00		Business rates JAN21
04/01/2021	Prism Solutions	20829	196.15		Monthly wifi (TH)
07/01/2021	BT	20841	148.99		Monthly telephone costs (TH/A)
11/01/2021	The Fuel Card People	20843	2.88		Fuel card fees (ODM)
12/01/2021	West Merica Energy	20845	1,875.84		Elec: NOV2020 (Pconv)
13/01/2021	Evo Payments International	20847	24.43		Card machine fees (A)
14/01/2021	Natwest	20852	19.20		Bankline charges
15/01/2021	EE Mobile	20854	18.40		Monthly mkt mobile costs
15/01/2021	Staff Salaries	20853	16,249.99		January 21 salaries
18/01/2021	BACS P/L Pymnt Page 873	BACS Pymnt	4,127.51		BACS P/L Pymnt Page 873
18/01/2021	BACS P/L Pymnt Page 874	BACS Pymnt	1,830.27		BACS P/L Pymnt Page 874
18/01/2021	BACS P/L Pymnt Page 875	BACS Pymnt	125.00		BACS P/L Pymnt Page 875
20/01/2021	Staff Operational Expenses	20868	57.88		Annazon: T/H kitchen equip.
21/01/2021	Wirehouse Employer Svs	20872	241.92		Monthly empl svcs
25/01/2021	Prism Solutions	20877	885.86		Monthly ICT & Wifi (Mlx)
26/01/2021	ICO	20881	35.00		Annual data protection fee
27/01/2021	BACS P/L Pymnt Page 876	BACS Pymnt	4,262.40		BACS P/L Pymnt Page 876
28/01/2021	Credit Card	20888	290.87		Credit Card DD
29/01/2021	HMRC	20892	4,674.92		Monthly PAYE/NI
29/01/2021	Cheshire Pension Fund	20891	4,950.88		January 2021
29/01/2021	Natwest	20890	39.87		Bank charges
01/02/2021	Prism Solutions	20897	196.15		Monthly BB costs (TH)
01/02/2021	Cheshire East Council	20898	624.00		Business Rates
01/02/2021	Cheshire East Council	20899	699.00		Business Rates ODM
01/02/2021	Cheshire East Council	20900/1	67.00		Business Rates IDM
05/02/2021	BACS P/L Pymnt Page 878	BACS Pymnt	1,436.54		BACS P/L Pymnt Page 878
05/02/2021	BACS P/L Pymnt Page 879	BACS Pymnt	400.00		BACS P/L Pymnt Page 879
05/02/2021	Town Hall deposits	20911	182.50		Return of deposit 15MAY21
08/02/2021	The Fuel Card People	20919	2.88		Fuel card fee (ODM)
08/02/2021	BT	20920	150.33		Monthly telephone costs
10/02/2021	Evo Payments International	20925	23.59		Reversal of initial input
15/02/2021	The Fuel Card People	20931	71.34		Fuel for van (ODM)
15/02/2021	West Merica Energy	20933	410.66		Gas: DEC2020 (TH)
15/02/2021	Natwest	20929	14.00		Bankline charges
15/02/2021	EE Mobile	20932	18.41		Monthly mkt mobile (Mkt)
15/02/2021	Staff Salaries	20930	14,563.32		February 2021
17/02/2021	BACS P/L Pymnt Page 880	BACS Pymnt	3,783.81		BACS P/L Pymnt Page 880
22/02/2021	West Merica Energy	20952	1,811.18		Elec: DEC2020 (Pconv)
24/02/2021	Petty Cash	005563	210.31		Replenishment
25/02/2021	BACS P/L Pymnt Page 885	BACS Pymnt	6,220.82		BACS P/L Pymnt Page 885
25/02/2021	Prism Solutions	20962	885.86		Monthly ICT (A&TH)
25/02/2021	The Limes Bowling Club	5566	1,800.00	FCM04.02.21	Grant Award Limes BC
25/02/2021	Ucan Play Ltd	20957	3,870.00	FCM04.02.21	Grant award Ucan Play

List of Payments made between 01/01/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/02/2021	Staff expenses	20961	65.92		Stationery
26/02/2021	Natwest	20966	15.61		Bank charges
26/02/2021	Cheshire Pension Fund	20967	4,428.80		FEB21 Pension
26/02/2021	HMRC	20968	3,981.11		FEB21 PAYE & NI
01/03/2021	Credit Card	20972	778.51		DD Transfer
01/03/2021	Prism Solutions	20971	195.12		Telephone/BB Lines [TH]
01/03/2021	Prism Solutions	20971	1.03		Telephone/BB Lines [TH]
04/03/2021	Legal and General	20979	427.48		Monthly C.Illness
08/03/2021	The Fuel Card People	20983	2.88		Fuel card admin fee
10/03/2021	Evo Payments International	20996	21.87		Card machine fees FEB21
10/03/2021	BT	20997	123.30		Telephone & BB
12/03/2021	BACS P/L Pymnt Page 890	BACS Pymnt	15,284.07		BACS P/L Pymnt Page 890
15/03/2021	Staff Salaries	21008	15,838.31		March 2021 Salaries
15/03/2021	Natwest	21007	18.80		Bankline charges
17/03/2021	M	21015	1,000.00	TOM11.02.21.9.2.	Sponsorship 20.21
17/03/2021	PWLB	21016	2,487.11		Loan repayment
17/03/2021	BACS P/L Pymnt Page 900	BACS Pymnt	705.00		BACS P/L Pymnt Page 900
18/03/2021	BACS P/L Pymnt Page 893	BACS Pymnt	-33.80		BACS P/L Pymnt Page 893
22/03/2021	West Merica Energy	21019	2,236.45		Elec. JAN21 [Pcov]
25/03/2021	BACS P/L Pymnt Page 894	BACS Pymnt	2,035.09		BACS P/L Pymnt Page 894
25/03/2021	EE Mobile	21009	18.40		Monthly Mkt mobile costs
25/03/2021	Prism Solutions	21030	1,838.30		New ICT equipment
25/03/2021	Prism Solutions	21035	885.86		Monthly ICT
29/03/2021	Credit Card	21041	24.15		Monthly DD
30/03/2021	BACS P/L Pymnt Page 901	BACS Pymnt	3,762.00		BACS P/L Pymnt Page 901
31/03/2021	Natwest	21046	17.99		Bank charges
31/03/2021	HMRC	21048	4,715.19		Monthly PAYE & NI MAR21
31/03/2021	Cheshire Pension Fund	21047	4,940.09		Pension MAR21
Total Payments			145,005.14		

4b.2

SANDBACH TOWN COUNCIL
PAYMENTS MADE REPORT 2: BACS payments and other Cashbook payments
15 January to 31st March 2021
2020-2021 Quarter 3

Date	Supplier Name	Invoice No.	Amount Paid	Authorisation Ref.	Transaction Detail	Invoice No.
18/01/2021	Bentley Office Products	97628	£ 113.03		Stationery	97628
18/01/2021	Calbarrie Compliance Services	131179	£ 510.72		Emergency light repairs	131179
18/01/2021	SLT Trustee	42	£ 3,138.68	FCM14.11.20.11	Utilities	42
18/01/2021	VI Distribution	7040	£ 365.08		Telephone costs	7040
18/01/2021	Fiorelli Ltd	P359388	£ 144.00		Telephone costs	P359388
18/01/2021	Prism Waste Services	171897	£ 469.31		Cleaning services TH	171897
18/01/2021	Purify Clean	1323	£ 590.40		Cleaning services P. Conveniences	1323
18/01/2021	TRG Ltd	44182	£ 125.00		Toilet repairs	44182
18/01/2021	Without Leaks Plumbing	531025912	£ 4,262.40	TOM14.01.21.7	Hanging basket scheme	531025912
27/01/2021	ANSA Environmental	65868	£ 18.00		New letterhead	65868
05/02/2021	Crewe Colour Printers	171720	£ 177.00		Cleaning services TH	171720
05/02/2021	Purify Clean	1014417	£ 177.00		Cleaning services TH	1014417
05/02/2021	Sandbach Online TA Rainbow Zebra	1329	£ 393.60		Cleaning services P. Conveniences	1329
05/02/2021	TR Adventures Ltd/T/A Ultra LEDs	5483266	£ 572.40		Festoon lighting	5483266
05/02/2021	Talagale Theatre	1620	£ 400.00		Deposit for pantomime	1620
17/02/2021	Crewe Colour Printers	60339	£ 95.60		Compliment slips	60339
17/02/2021	C-Chainon	6531M21	£ 136.00		Deposit for town Mkt festival	6531M21
17/02/2021	Classroom.co	TC86625	£ 393.41		New board digital	TC86625
17/02/2021	Classroom.co	TC86625	£ 393.41		New table	TC86625
17/02/2021	DF Sales Ltd	2409765	£ 339.96		Chairs & Table combo	2409765
17/02/2021	Fiorelli Ltd	FL60119	£ 144.00		Telephone costs	FL60119
17/02/2021	GHL Ultracut Ltd	6464538	£ 751.20		Bin collections	6464538
17/02/2021	Gaskells Waste Services	76200237	£ 242.45		Service on toolbar	76200237
17/02/2021	Prism Waste Services Ltd	171897	£ 469.31		Cleaning services TH	171897
17/02/2021	Purify Clean	121933	£ 333.31		Cleaning services TH	121933
17/02/2021	Rentokil Pest Control	21391627	£ 265.28		Pest control	21391627
17/02/2021	TRG Ltd	1334	£ 196.80		Cleaning services P. Conveniences	1334
25/02/2021	E Smith & Son	889720	£ 1,458.30		Retention fee	889720
25/02/2021	Newhall Property T/A Signature Floors	885	£ 392.32	TOM11.02.21.10.2.3	New stair carpet TH	885
25/02/2021	Prism Waste Services	94645	£ 469.31	TOM11.02.21.10.2.1	Cleaning services P. Conveniences	94645
10/03/2021	Bliss	60100	£ 800.00	FC609.02.0	2021.01.15.20	60100
10/03/2021	GHL Ultracut Ltd	76200217	£ 114.00		For lifts service costs	76200217
10/03/2021	Initial Washroom Hygiene	60155583	£ 56.04		Hygiene units	60155583
10/03/2021	John Greenhall & Co Ltd	163	£ 1,380.00		Annual accountancy services	163
10/03/2021	Omega Feed Group Ltd	890	£ 234.00		Lighting inspection	890
10/03/2021	Purify Clean	C0970156670	£ 329.54		Cleaning services TH	C0970156670
10/03/2021	Prism Waste Services	171897	£ 469.31		Cleaning services TH	171897
10/03/2021	TRG Ltd	1339	£ 590.40	TOM14.09.20.13.2	Cleaning services P. Conveniences	1339

Sandbach Town Council
Receipts received
Q4 1st January to 31st March 2021

Date	Cashbook	Cash Received from	Receipt No	Receipt Description	Receipt Total
18/01/2021	1 HMRC	1 HMRC	20855	DEC20 Furlough scheme	£ 728.14
09/02/2021	1 HMRC	1 HMRC	20921	VAT Reclaim Q3	£ 5,959.45
09/02/2021	1 HMRC	1 HMRC	20922	Furlough scheme	£ 725.47
22/03/2021	1 HMRC	1 HMRC	21022	Furlough scheme FEB21	£ 1,620.65
14/01/2021	1 Market income	1 Market income	103419	Sat/Thurs 9/14/JAN21	£ 79.00
21/01/2021	1 Market income	1 Market income	103420	Sat/Thurs 16/21 JAN21	£ 110.00
28/01/2021	1 Market income	1 Market income	103422	Sat/Thurs 23/28/JAN21	£ 100.00
04/02/2021	1 Market income	1 Market income	103424	Sat 30/JAN & Thu 4/FEB21	£ 109.00
11/02/2021	1 Market income	1 Market income	103425	Sat 6/FEB & Thu 11/FEB21	£ 130.50
16/02/2021	1 Market income	1 Market income	20954	IDM Rent	£ 56.00
18/02/2021	1 Market income	1 Market income	103426	Sat 13/FEB & Thu 18/FEB21	£ 129.50
05/03/2021	1 Market income	1 Market income	103427	Sat 20/FEB & Thu 25/FEB21	£ 139.50
24/03/2021	1 Market income	1 Market income	103428	Sat 27/FEB & Thu 04/MAR21	£ 150.50
11/03/2021	1 Market income	1 Market income	103429	Sat 6th & Thu 11/MAR21	£ 242.50
18/03/2021	1 Market income	1 Market income	103430	Sat 13/MAR & Thu 18/MAR21	£ 236.50
25/03/2021	1 Market income	1 Market income	103431	Sat 20/MAR & Thu 25/MAR21	£ 150.50
29/03/2021	1 Market income	1 Market income	21040	IDM Unit 25/MAR21	£ 66.00
29/01/2021	1 Natwest Bank	1 Natwest Bank	BR2010	Interest	£ 7.06
26/02/2021	1 Natwest Bank	1 Natwest Bank	BR2011	Interest received	£ 6.32
31/03/2021	1 Natwest Bank	1 Natwest Bank	BR2012	Interest received	£ 7.32
04/01/2021	1 Sales Receipts Page 2328	1 Sales Receipts Page 2328	20827	Sales Receipts Page 2328	£ 270.83
05/01/2021	1 Sales Receipts Page 2329	1 Sales Receipts Page 2329	20828	Sales Receipts Page 2329	£ 533.33
21/01/2021	1 Sales Receipts Page 2331	1 Sales Receipts Page 2331	20829	Sales Receipts Page 2331	£ 359.74
26/01/2021	1 Sales Receipts Page 2332	1 Sales Receipts Page 2332	20830	Sales Receipts Page 2332	£ 295.83
26/01/2021	1 Sales Receipts Page 2333	1 Sales Receipts Page 2333	20831	Sales Receipts Page 2333	£ 1,914.00
01/02/2021	1 Sales Receipts Page 2338	1 Sales Receipts Page 2338	20832	Sales Receipts Page 2338	£ 200.00
01/02/2021	1 Sales Receipts Page 2339	1 Sales Receipts Page 2339	20833	Sales Receipts Page 2339	£ 270.83
02/02/2021	1 Sales Receipts Page 2340	1 Sales Receipts Page 2340	20834	Sales Receipts Page 2340	£ 275.00
02/02/2021	1 Sales Receipts Page 2341	1 Sales Receipts Page 2341	20835	Sales Receipts Page 2341	£ 350.00
05/02/2021	1 Sales Receipts Page 2342	1 Sales Receipts Page 2342	20836	Sales Receipts Page 2342	£ 533.33
08/02/2021	1 Sales Receipts Page 2343	1 Sales Receipts Page 2343	20837	Sales Receipts Page 2343	£ 120.00
26/02/2021	1 Sales Receipts Page 2344	1 Sales Receipts Page 2344	20838	Sales Receipts Page 2344	£ 295.83
01/02/2021	1 Sales Receipts Page 2345	1 Sales Receipts Page 2345	20839	Sales Receipts Page 2345	£ 63.72
16/02/2021	1 Sales Receipts Page 2346	1 Sales Receipts Page 2346	20840	Sales Receipts Page 2346	£ 119.61
12/03/2021	1 Sales Receipts Page 2348	1 Sales Receipts Page 2348	20841	Sales Receipts Page 2348	£ 276.14
01/03/2021	1 Sales Receipts Page 2350	1 Sales Receipts Page 2350	20842	Sales Receipts Page 2350	£ 270.83
05/03/2021	1 Sales Receipts Page 2351	1 Sales Receipts Page 2351	20843	Sales Receipts Page 2351	£ 533.33
12/03/2021	1 Sales Receipts Page 2352	1 Sales Receipts Page 2352	20844	Sales Receipts Page 2352	£ 117.80
22/03/2021	1 Sales Receipts Page 2353	1 Sales Receipts Page 2353	20845	Sales Receipts Page 2353	£ 1,000.00
22/03/2021	1 Sales Receipts Page 2354	1 Sales Receipts Page 2354	20846	Sales Receipts Page 2354	£ 207.67
26/03/2021	1 Sales Receipts Page 2355	1 Sales Receipts Page 2355	20847	Sales Receipts Page 2355	£ 295.83
04/01/2021	1 Town Hall income	1 Town Hall income	20848	Deposit 10/DEC21	£ 167.50
14/01/2021	1 Town Hall income	1 Town Hall income	20849	Deposit 02/JUL2022	£ 480.00
21/01/2021	1 Town Hall income	1 Town Hall income	20850	Deposit 11/JUN2022	£ 240.00
25/01/2021	1 Town Hall income	1 Town Hall income	20851	Deposit 22/FEB2022	£ 179.40
27/01/2021	1 Town Hall income	1 Town Hall income	20852	Deposit 08/OCT21	£ 360.00
02/02/2021	1 Town Hall income	1 Town Hall income	20902	Deposit 02/OCT21	£ 360.00
26/02/2021	1 Town Hall income	1 Town Hall income	20963	Deposit 02/JUL21	£ 176.50
02/03/2021	1 Town Hall income	1 Town Hall income	20973	Deposit 12/FEB22	£ 167.50
02/03/2021	1 Town Hall income	1 Town Hall income	20974	Deposit 15/JAN22	£ 390.00
08/03/2021	1 Town Hall income	1 Town Hall income	20982	Deposit 18/SEP21	£ 480.00
16/03/2021	1 Town Hall income	1 Town Hall income	21010	Deposit 04/SEP21	£ 167.50
16/03/2021	1 Town Hall income	1 Town Hall income	21011	Deposit 11/JUN22	£ 240.00
26/03/2021	1 Town Hall income	1 Town Hall income	21035	Deposit 06/NOV21	£ 780.00
26/03/2021	1 Town Hall income	1 Town Hall income	21037	Deposit 19/JUN21	£ 358.80
26/01/2021	1 Wirehouse Employer Svcs	1 Wirehouse Employer Svcs	20880	Refund of DD balances	£ 725.76
Total Receipts					£ 24,330.80
29/01/2021	Natwest Bank	Natwest Bank	BS2010	Interest received	£ 0.68
26/02/2021	Natwest Bank	Natwest Bank	BS2011	Interest received	£ 0.65
31/03/2021	Natwest Bank	Natwest Bank	BS2012	Interest received	£ 0.77
Total Receipts					£ 2.10

Key
Cashbook 1 Main account
Cashbook 2 Business Reserve account

4b.2

14/03/2021	1	Village Direct	800	621.78	£ 358.80	1	New safe
17/03/2021	1	Waterplus	800	HM06244526	£ 521.20	3	Water rates
18/03/2021	1	RFS Garage Services	900	9873	£ 705.00	1	Repairs to market van
18/03/2021	1	Initial Washroom Hygiene	893	60136755	£ 33.80	1	Refund of overpayment due to office vacation
25/03/2021	1	CHALC	894	20207762	£ 25.00	1	Chairmanship fee
25/03/2021	1	Clymore Business Machines Ltd	894	49476	£ 62.50	1	Photocopying charges
25/03/2021	1	Cheshire Waste Services	894	146896	£ 60.00	1	Refuse collection
25/03/2021	1	Cheshire Waste Services	894	P46896	£ 60.86	1	Boiler costs
25/03/2021	1	Phoenix Renewable Technologies	894	PRT07455	£ 162.00	1	Boiler service
25/03/2021	1	Purity Clean	894	171956	£ 494.31	1	Cleaning services TH
25/03/2021	1	Viking Direct	894	1357	£ 590.40	3	Cleaning services P. Conventiences
25/03/2021	1	Cheshire Community Action	894	980437	£ 62.24	1	Stationery
30/03/2021	1	Dropbox	901	00000104	£ 3,762.00	1	NDP housing needs review
01/04/2021	7	Dropbox	901	CC20104	£ 346.00	1	Annual subscription
12/01/2021	7	DLVA	901	CC20105	£ 148.25	1	Van tax
14/01/2021	7	DLVA	901	CC201101	£ 93.25	1	Van tax
21/01/2021	7	Zoom	901	CC201102	£ 14.39	1	Zoom membership
21/01/2021	7	Lamps Online	901	CC201103	£ 7.90	1	Replacement bulbs TH
28/01/2021	7	Amazon	901	CC201106	£ 8.75	1	Purity for sink repair
02/02/2021	7	Amazon	901	CC201108	£ 8.75	1	Purity for sink repair
06/02/2021	7	Dropbox	901	CC201202	£ 60.48	1	Dropbox subscription
21/02/2021	7	Zoom	901	CC201201	£ 14.39	1	Zoom membership
23/02/2021	7	Lamps Online	901	CC201203	£ 21.18	1	Metal box
29/03/2021	7	Lamps Online	901	CC201204	£ 71.90	1	Refund of order

Key
Cashbook 1 Main account
Cashbook 7 Credit Card

Sandbach Town Council

Sandbach Town Council

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current/Reserve Bank A/c's

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Bonus Saver

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account 72702729	31/03/2021	2012	0.00
Business Reserve 91519578	31/03/2021	2012	1,000.00
			779,325.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	<u>780,325.81</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			780,325.81
			0.00
			<u>0.00</u>

Balance per Cash Book is :- 780,325.81
Difference is :- 0.00

Alex Smith

14 APRIL 2021

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Bonus Saver A/c 52505359	31/03/2021	2012	85,174.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	<u>85,174.81</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			85,174.81
			0.00
			<u>0.00</u>

Balance per Cash Book is :- 85,174.81
Difference is :- 0.00

Alex Smith

14 APRIL 2021

Sandbach Town Council
Detailed Balance Sheet - Excluding Stock Movement
Month 12 Date 31/03/2021

19/04/2021
11:25

A/c	Description	Actual
	Current Assets	
100	Debtors	3,997
105	VAT Control A/c	11,209
110	Prepayments	3,756
120	Bar Stock	717
150	Cinema Float	100
152	Town Hall Float	650
200	Current/Reserve Bank A/c	780,326
202	Bonus Saver	85,175
250	Petty Cash	166
	Total Current Assets	886,096
	Current Liabilities	
500	Creditors	40,697
510	Accruals	4,555
565	Deposits	10,127
	Total Current Liabilities	55,379
	Net Current Assets	830,716
	Total Assets less Current Liabilities	830,716
	Represented by :-	
300	Current Year Fund	175,461
310	General Reserves	307,320
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	11,971
337	Comm Res - Conservation	10,000
340	Comm Res - Assets Management	35,580
342	Comm Res - Legal Fees	3,000
346	Comm Res - Ind Mkt Project	3,386
347	Comm Res - Office Accom Proj	73,900
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	830,716

Notes:
This is an interim report as the year-end accounting procedures and actions are not complete as at agenda publication date. The final year-end reports are being presented to Council in June 2021.