



QUOTATION

Prepared for Sandwich Toll Bridge Fund

Dated 19<sup>th</sup> of January 2024

**1a. Purchase of Facilities Booking Software**

Purchase Installation of the following:

Facilities Booking Software\* £ 375  
\*Links to Omega Sales Ledger

Online set up of software to include initial 3 hours training £ 425

**Purchase of Software £800**

1<sup>st</sup> Year Annual Support and Maintenance Multi 5 User Licence £ 400

**Total Costs 1<sup>st</sup> Year for Purchase of Software £ 1200**

**1b. Ongoing costs**

Annual Support and Maintenance Single User Licence £250 per annum

OR

Annual Support and Maintenance Multi 5 User Licence £400 per annum

OR

Annual Support and Maintenance Multi 10 User Licence £500 per annum

**1c. Optional Modules**

Annual Support and Maintenance - Website Integration Module £125 per annum

Annual Support and Maintenance - Excel Advanced Analysis Reporting

Single User

£125 per annum

5 Users

£146 per annum

**2. Training**

We recommend one days training for the above module, which is invoiced as taken:

Online Training per day £500

All of the above prices are subject to VAT at the standard rate.

**Rialtas Business Solutions Ltd.**  
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB  
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Tel: 01793 731296 - Fax: 01793 731938 - Web: [www.rialtas.co.uk](http://www.rialtas.co.uk)

Supporting the pivotal role that Town and Parish Councils play in shaping the future of local communities.

# COMPLETE ACCOUNTING AND ADMINISTRATION SOLUTIONS FOR COUNCILS



## About us

We offer the complete solution - from installation and training, through to a dedicated support desk.

We also provide consultancy, year end service, data entry and health checks - all tailored to meet your specific needs.

Contact the sales team for pricing/packages or visit our website for more information.



[www.rialtas.co.uk](http://www.rialtas.co.uk)



[sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

## What we offer

Training, Data Entry  
Consultancy & Year End  
Support



Suitable for any sized  
organisation



Complete software  
packages



Expert Customer  
Support



Use our table to see how standalone solutions integrate with bolt-on modules and let our sales experts guide you to the perfect fit for your unique requirements.

Standalone Solutions	Bolt on Modules							
	Finance					Administration		
	Sales Ledger	Purchase Ledger	Purchase Order Processing	Phased Budgets	Assets	Allotments	Bookings	Cemeteries & Memorials
Alpha R & P Criteria: I or E up to £200k p/a Licence: 1, 5, 10, 15					✓	✓	✓	✓
Alpha I & E Criteria: I or E over £200k p/a Licence: 1, 5, 10, 15					✓	✓	✓	✓
Omega I & E Criteria: I or E over £200k p/a Licence: 1, 5, 10, 15	✓	✓	✓	✓	✓	✓	✓	✓
Cemeteries & Memorials	✓							
Bookings	✓							
Allotments	✓							
Assets								

"I just wanted to say how happy I am using the Rialtas package, and the reporting is great. It made the audit really easy!"

 follow us on LinkedIn

 [www.rialtas.co.uk](http://www.rialtas.co.uk)

 [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)



### **Software Purchase Terms and Conditions**

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

QUOTATION

Prepared for Sandwich Town Council

Dated 19<sup>th</sup> of January 2024

**1. Purchase of Omega Financial Software**

Purchase Installation of the following modules of Omega accounting

Cash Book/Management Accounts/Annual Budgets	£675
Phased Budgets	£375
Sales Ledger with invoicing	£375
Purchase Ledger with cheque writing/BACS filing	£375
Purchase Order Processing	£375
Remote Install/Setup and Chart Of Accounts	£425*
Chart of account for a second company (Charity)	£200
<b>Purchase of Software</b>	<b>£2800</b>
1 <sup>st</sup> Year Annual Support and Maintenance 5 User Licence	£1300
<b>Total Costs 1<sup>st</sup> Year for Purchase of Software</b>	<b>£4100</b>

**Ongoing costs**

Annual Support and Maintenance Single User Licence	£1025 per annum
OR	
Annual Support and Maintenance Multi 5 Users Licence	£1300 per annum
OR	
Annual Support and Maintenance Multi 10 Users Licence	£1600 per annum
<b>Making Tax Digital for VAT</b>	
MTD for VAT (if required) Annual Support and Maintenance	£100 per annum

### Software Purchase Terms and Conditions

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2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



## Quotation Prepared for Sandwich Town Council

Dated 19th of January 2024

### Rialtas Cloud User Costs

Each named user that you wish to give access to Rialtas Cloud. This cost covers their user access no matter how many Cloud Subscription modules they have access to.

Description	Monthly Cost per User	Number of Users	Total User Costs per Month
Rialtas Cloud User Costs (Named Users or Shared Read Only Users)	£ 25.00	5	£ 125.00

### Rialtas Cloud Solution Subscription Costs

The Cloud Solution Subscription costs provide access to, support and maintenance of the applicable solutions that you can use within your Rialtas Cloud Subscription. These are priced based on the maximum number of users that you want each solution to have access to. Licence subscription costs allow up to two Read Only users to access the module in the suite, for no additional licence cost.

Description	Number of Users	Subscription Band	Total Monthly Cost
<b>Accounting Solution (Alpha or Omega)</b>			
Alpha Accounting Subscription Includes:- Cashbook, Management Accounts, Budgets, Reporting, VAT Return	0	Not Included	£ -
<b>Or</b>			
Omega Accounting Subscription Includes:- Cashbook, Management Accounts, Budgets, Reporting, VAT Return	5	Up to Five Users	£ 41.67
Omega Sales Ledger Subscription	5	Up to Five Users	£ 16.67
Omega Purchase Ledger Subscription	5	Up to Five Users	£ 16.67

**Rialtas Cloud Subscription Terms and Conditions**

1. Orders are subject to an initial 3 year minimum contract term for Rialtas Cloud User and Solutions Subscriptions. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months' notice.
2. Rialtas Cloud User and Solution Subscription charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their contract within the 3 year minimum contract term.
3. Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the customers go live on Rialtas Cloud.
4. If the customer elects to leave or cease use of Rialtas Cloud within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid-year will not receive a refund of any fees already paid.
6. Rialtas Cloud Subscriptions are subject to the use of the Solutions as per the End User License Agreement, which is available upon request.
7. Rialtas Cloud are subject to the terms of the Support and Maintenance services Terms and Conditions, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the Rialtas Cloud prior to ordering to ensure you are content the solution meets your needs. Once you have gone live on Rialtas Cloud any fees due or paid are non-cancellable and non-refundable.



## Flexible Accounting and Administration Solutions

**Rialtas Business Solutions** have been a leading provider of software solutions to Town and Parish Councils since 1996. This breadth of experience has led to innovative solutions, that are simple to use, and backed up with highly knowledgeable support staff.

With software encompassing Accounting, Facilities Booking, Assets, Allotments, Cemeteries and Planning, we offer solutions in key areas of council administration.

Our industry leading Alpha and Omega financial software provides a complete accounting solution, tailored to councils of varying sizes. For all of our Accounting and Administration solutions we provide on-line demonstrations on a no-obligation, no-cost basis. With our solutions we provide full configuration, training and support.

### **The cloud - challenges and opportunities**

With Rialtas unlike some of our competitors, you are not locked into one cloud computing provider. A flexible approach allows you to use one of our recommended cloud

partners, your own choice of provider, or you can host in house.

Flexibility to choose your cloud provider, is becoming increasingly important, so that you are not locked into a single cloud. With some providers you are locked into their cloud hosting, often meaning you lose access to the solution and your data at the end of the contract. Our solution can move to a new cloud provider retaining access to the solution and your data.

An impressive base of over 900 Town and Parish Councils gives us the ability to invest and innovate for your changing needs. Customers get the latest updates and features by being part of the growing Rialtas community. So we hope to welcome you to it soon.



Tel: 01793 731296 Email: [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

[rialtas.co.uk](http://rialtas.co.uk)

# Computer and Network Requirements Documentation

Created by: Mark Sylvester

Modified on: Wed, 27 Jul, 2022 at 9:14 AM

Computer and Network Requirements documentation.

## Terminology

The following terminology applies to the below scenarios.

- **Rialtas Server**

This is the database service which runs on one computer only. It stores the data for the Rialtas Suite software, and only runs on the Windows Operating system. It is lightweight footprint, and can run on a normal Windows PC. The machine on which this runs should have the data backed up.

- **Rialtas Suite – Alpha, Omega, Bookings, Asset Inventory, Cemeteries and Allotments**

This is the App that users need installed on their Windows PC to use the software. Rialtas Suite connects the Rialtas Server. Each user that needs access to the software, will need the Rialtas Suite Application installed on their machine.

- **Rialtas Admin – Planning**

Planning currently use our previous technology stack, where the Data is accessed via Windows folders (and Network shares if multi user). For these modules there is no Database server that is installed.

## Operating System Requirements

- All versions of Windows prior to Windows 8 are no longer supported by Microsoft or ourselves. All versions of Windows Server prior to Server 2012 are no longer supported by Microsoft or ourselves.

- Supported Operating Systems:

- Windows 8
- Windows 8.1
- Windows 10 (Not compatible with Windows 10 S)
- Windows 11
- Windows Server 2012 and above



**When RBS products are installed on a standalone computer, regular backups of the data to an external drive or off-site storage must be taken.**

### **Technical Specification – Peer to Peer**

The Rialtas Server and Rialtas Suite are installed on one of the computers and the data can be accessed by other computers that also have Rialtas Suite installed.

Rialtas Admin is installed on multiple computers, the data is held on one of the computers and accessed by file share.

**Note:** All PCs must be on the same Local Area Network. None of the PCs can be on a remote WAN connection.

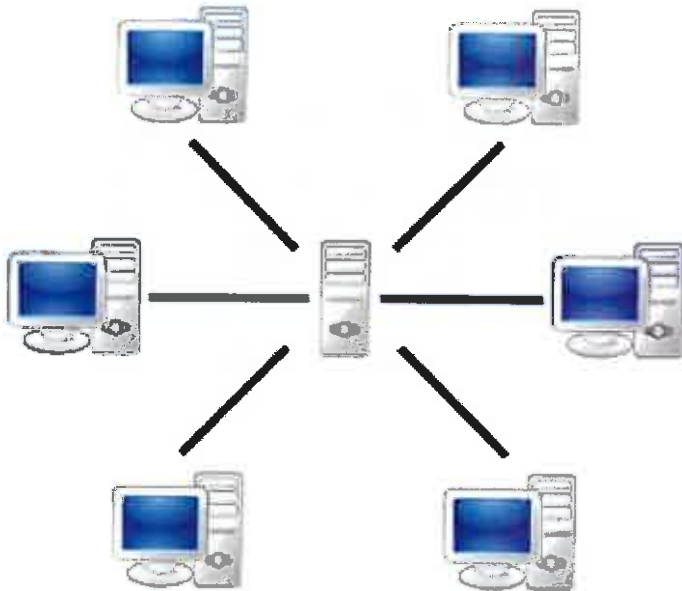
**Example of a Peer to Peer network:**

The Rialtas Server and Rialtas Suite is installed on the server and the database can be accessed by the other computers that also have Rialtas Suite installed.

Rialtas Admin is installed on multiple computers, the data is held on the server and accessed by file share.

Note: Server and Clients must be on the same Local Area Network. The server cannot be on a remote WAN connection. (e.g. Server cannot be hosted in the Cloud)

Example of a Server/Client network:



#### **Rialtas Suite – Alpha, Omega, Asset Inventory, Bookings, Cemeteries and Allotments**

The Rialtas Server is installed on the server and port 3050 is allowed through the firewall, the data is accessed by client computers that have Rialtas Suite Installed.

**The server running Rialtas Server must have regular backups of the data to an external drive or off-site storage.**

#### **Rialtas Admin - Planning**

The server where the data resides will have to have a share created for the data. All client machines will need to have access to this share.

**The server holding the data must have regular backups of the data to an external drive or off-site storage.**

#### **Technical Specification – Hosted (Cloud\Remote\Citrix)**

The Rialtas Server and Rialtas Suite is installed on the server. Users connect to the Rialtas Suite software remotely via Remote Access technology, e.g Remote Desktop, Citrix Zen App or similar.

## OMEGA

### Financial Solution

Designed for larger Parish, Town and Community Councils

#### KEY FEATURES

- Complete accounting package for larger councils
- A comprehensive double entry accounting system
- AGAR (England and Wales) and required **Year-End reports**
- **VAT Returns** for registered and non-registered
- **VAT - Making Tax Digital** compliant
- Earmarked Reserves
- Actuals against Budget Reports
- **Full Budget Reporting: Next Year or Forward for 5 Years**
- **Audit Trail** of all Transactions

#### OMEGA REPORTS

- Income and Expenditure Report – Actual against Budget
- Cashbooks Reconciliation
- Lists of Payments and Receipts
- Budget Reports
- VAT Return Special or Business
- Earmarked Reserves Report

#### OMEGA YEAR-END REPORTS

- AGAR – Annual Return (for England and Wales)
- Reconciliation Reports for Cashbooks and Cash Balances
- Reserves Reconciliation
- Statutory Income and Expenditure
- Statutory Balance Sheet

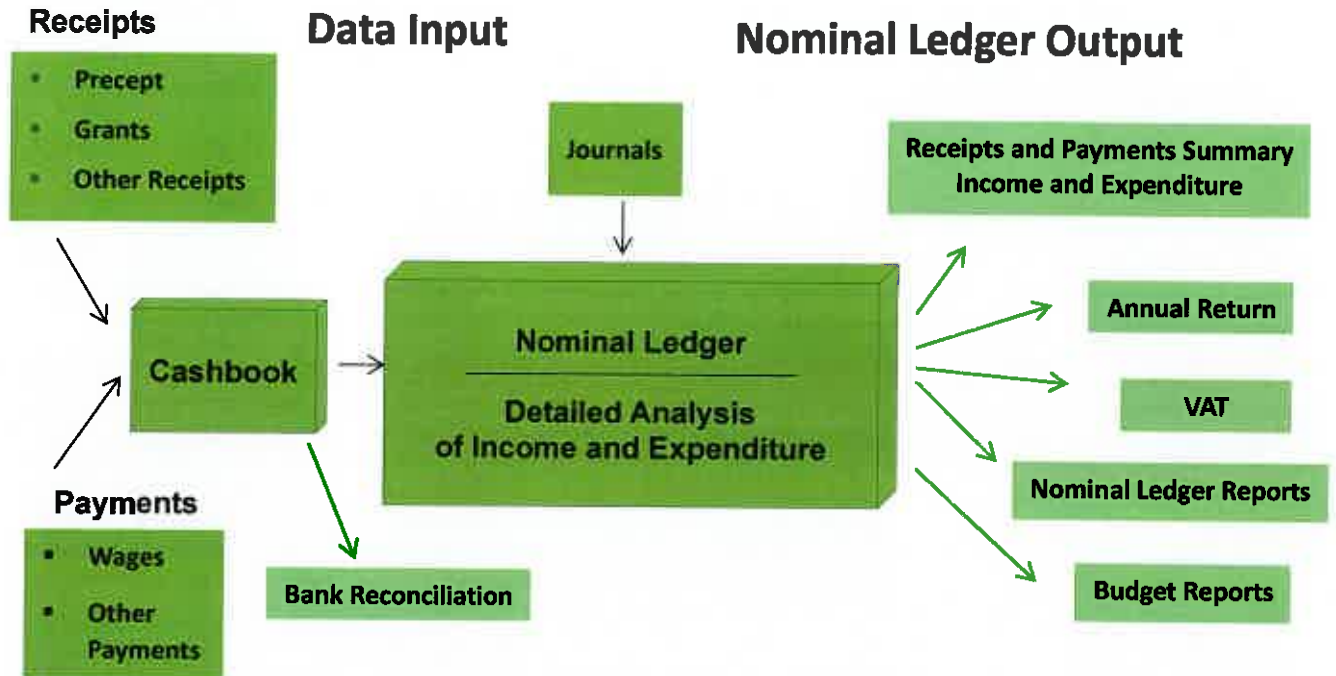
#### Additional Optional Modules

- Purchase Ledger – Creditor's Control and Management
- Sales Ledger – Debtor's Control and Management
- Purchase Order Processing – records of Council's commitments
- Phased Budget – profile budget

**Rialtas CASHBOOK only:**

**INPUT AND OUTPUT OF DATA**

When entered the figures are recorded in Nominal Ledger, which allows the generation of all reports in Omega



**OMEGA Additional Modules**

**Sales Ledger** gives the council full control and management over its Debtors.

- Unpaid Invoices Lists
- Council's Logo on Invoices
- Customised Invoice Layout
- Mass e-mailing
- Customer's account keeps the records of all invoices, payments, credit notes
- Linked to Rialtas Booking and Cemetery Management Solution

**Purchase Ledger** gives the council full control and management over its Creditors.

- Unpaid Invoices Lists
- Remittances with Logos
- Attach Electronic Invoices to Supplier's account
- Supplier's account keeps the records of all invoices, payments, credit notes
- Links to Purchase Order Processing Module

**Phased Budget** gives council more detailed information over its budgeted income and expenditure on a month-by-month basis.

- Monthly activity against Phased Budget Reports

**Purchase Order Processing** gives council information on its committed expenditure.

- Links to Purchase Invoices and suppliers
- Committed Expenditure is shown on the reports

## Rialtas Support and Training

Rialtas Support Team provides all of our customers with an outstanding support service. Their expertise combine knowledge of Rialtas Solutions, finance, IT, Allotments and Cemetery management, Booking management and Planning.

Rialtas Support is open 9.00-17.00,  
Monday to Friday.

They can be contacted by phone, by  
email or via Support portal.

All of our customers have access to  
our **Support Portal**, which contains:

- FAQ and answers
- Webinar recordings
- User Manuals
- Articles
- Training Videos
- The history of your previous questions

### Rialtas Training Academy

#### Scheduled Training

- provides Free of Charge access to our regular Scheduled Online Training
- These sessions can be attended by all Councils who are on or sign up for a 3 Year Support and Maintenance Contract
- Various Topics

#### Free Webinars

- Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more

#### Pay as you go Training

For customers, who are looking for a more tailored group or one-to-one training, we have:

- Online Group Training – smaller groups made up of different councils covering specific topics
- Bespoke 1 to 1 training – where they want to specifically work on topics/questions relevant to their Council only

### Rialtas also provides additional services:

- Data Entry and Finance Consultancy
- Year-End Close Down
- Databank – monthly checks of the accounts and a Backup off site

For more information, email to:

[sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

# **Omega**

Financial Solution

## **Sample Reports**

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**Section 8 – Purchase Order Processing**

**Section 9 – Phased Budget**

# **Section 1**

## **Cashbook**

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**Bank Reconciliation**

**Receipts and Payments**

**Payment Listing**

**Payment Analysis**

**Payments by supplier**

**Bank Reconciliation Statement as at 31/08/2021  
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2021	24	99,634.62
			<u>99,634.62</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
31/08/2021 3652 Mrs K Marpel		52.00	
			<u>52.00</u>
			99,582.62
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			99,582.62
		<b>Balance per Cash Book is :-</b>	<b>99,582.62</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>101,960.78</b>					<b>101,960.78</b>	
bacs Banked: 30/07/2021		24.00						
	Sales Recpts Page 30	24.00	24.00		100			Sales Recpts Page 30
Corerction Banked: 30/07/2021		-24.00						
Corerction Ballet School		-24.00			1000	110	-24.00	Correction
Interest Banked: 31/08/2021		10.00						
Interest Lloyds Bank		10.00			1090	100	10.00	Interest Rcvd Aug 21
Hall Hire Banked: 31/08/2021		24.00						
Hall Hire Ballet School		24.00			1000	110	24.00	Hall Higher 15/08/21
Allotments Banked: 31/08/2021		30.00						
Allotments Mr R Paper		30.00			1350	220	30.00	Allotments Plot 2A
<b>Total Receipts for Month</b>		<b>64.00</b>	<b>24.00</b>	<b>0.00</b>			<b>40.00</b>	
<b>Cashbook Totals</b>		<b>102,024.78</b>	<b>24.00</b>	<b>0.00</b>			<b>102,000.78</b>	

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2021	Zurich Insurance	BACS	10,000.00				110	10,000.00	Insurance
31/08/2021	Zurich Insurance	BACS	-9,155.00				110	-9,155.00	Cancel payment Insurance
31/08/2021	British Telecom	BACS	62.25		10.38	4120	100	51.87	Phoen and broadband Aug
31/08/2021	EDF	DD	124.00		5.90	4110	100	56.00	Electricity TH Aug
						4110	110	62.10	Electricity TH Aug
31/08/2021	Domestic Darlings	3108211	936.00	936.00		500			Cleaning July 21
31/08/2021	F1 IT Ltd	3108212	80.00	80.00		500			Monthly Internet Charge
31/08/2021	Supreme Cleaning Contract Serv	3108213	342.91	342.91		500			Cleaning May 21
31/08/2021	Mrs K Marpel	3652	52.00			4320	100	52.00	Flowers and Bulbs
<b>Total Payments for Month</b>			<b>2,442.16</b>	<b>1,358.91</b>	<b>16.28</b>			<b>1,066.97</b>	
<b>Balance Carried Fwd</b>			<b>99,582.62</b>						
<b>Cashbook Totals</b>			<b>102,024.78</b>	<b>1,358.91</b>	<b>16.28</b>			<b>100,649.59</b>	

## Current Bank Account

## List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/07/2021	HMRC	VAT	33.31		VAT Q1
31/07/2021	Pension Fund	PENSION	499.16		Pension May & June
31/07/2021	Salaries	SALARIES	7,488.32		Salaries
31/07/2021	HMRC	HMRC	630.52		HMRC Liability May & June
31/07/2021	Amazon.co.uk	7	1,100.00		7463274/170/Amazon.co.uk
31/07/2021	Mr Handyman (The Maintenance G 8		2,100.00		123/175/Mr Handyman (The Maint
31/07/2021	Tree Feller Ltd	9	720.00		13244/178/Tree Feller Ltd
31/07/2021	Dell Computers	3675	30.00		\$7878/179/Dell Computers
31/07/2021	Microsoft	3676	160.80		35984543/177/Microsoft
31/07/2021	Bitdefender	DD	183.31		Bitdefender 1 year 10 devices
31/07/2021	ITEC Smarter Working	DD1	130.77		121331/176/ITEC Smarter Workin
31/07/2021	Plusnet Ltd	DD2	77.00		12/171/Plusnet Ltd
31/07/2021	Mr Handyman (The Maintenance G Deposit		250.00		P/Ledger Electronic Payment
31/07/2021	Mr Handyman (The Maintenance G O/Line		950.00		Bench and fitting
<b>Total Payments</b>			<b>14,333.19</b>		

## Current Bank Account

Payments made between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
15/07/2021	HMRC	VAT	33.31				105	33.31	VAT Q1 Paid to HMRC
31/07/2021	Dell Computers	3675	30.00	30.00			500	\$7878/179/Dell Computers	
31/07/2021	Microsoft	3676	160.80	160.80			500	35984543/177/Micro	
31/07/2021	Amazon.co.uk	7	1,100.00	1,100.00			500	7463274/170/Amazo	
31/07/2021	Mr Handyman (The Maintenance G	8	2,100.00	2,100.00			500	123/175/Mr Handyman (The Maint	
31/07/2021	Tree Feller Ltd	9	720.00	720.00			500	13244/178/Tree Feller Ltd	
31/07/2021	Bitdefender	DD	183.31	183.31			500	Bitdefender 1 year 10 devices	
31/07/2021	ITEC Smarter Working	DD1	130.77	130.77			500	121331/176/ITEC Smarter Workin	
31/07/2021	Plusnet Ltd	DD2	77.00	77.00			500	12/171/Plusnet Ltd	
31/07/2021	Mr Handyman (The Maintenance G	Deposit	250.00	250.00			500	P/Ledger Electronic Payment	
31/07/2021	HMRC	HMRC	630.52				516	630.52 HMRC Liability May & June	
31/07/2021	Mr Handyman (The Maintenance G	O/Line	950.00	950.00			500	Bench and fitting	
31/07/2021	Pension Fund	PENSION	499.16				520	499.16 Pension May & June	
31/07/2021	Salaries	SALARIES	7,468.32				515	7,468.32 Salaries	
<b>Total Payments:</b>			<b>14,333.19</b>	<b>5,701.88</b>	<b>0.00</b>			<b>8,631.31</b>	

Time : 13:51

## Current Bank Account

Payments made between 01/07/2021 and 31/07/2021

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>Amazon.co.uk</b>	31/07/2021	7	7463274/170/Amazon.co.uk	1,100.00	0.00	1,100.00	VAT
<b>Bitdefender</b>	31/07/2021	DD	Bitdefender 1 year 10 devices	183.31	0.00	183.31	VAT
<b>Dell Computers</b>	31/07/2021	3675	\$7878/179/Dell Computers	30.00	0.00	30.00	VAT
<b>HMRC</b>	15/07/2021	VAT	VAT Q1	33.31	0.00	33.31	OTS
	31/07/2021	HMRC	HMRC Liability May & June	630.52	0.00	630.52	OTS
				<b>663.83</b>	<b>0.00</b>	<b>663.83</b>	
<b>ITEC Smarter Working</b>	31/07/2021	DD1	121331/176/ITEC Smarter	130.77	0.00	130.77	VAT
<b>Microsoft</b>	31/07/2021	3676	35984543/177/Microsoft	160.80	0.00	160.80	VAT
<b>Mr Handyman (The Maintenance G</b>	31/07/2021	8	123/175/Mr Handyman (The	2,100.00	0.00	2,100.00	VAT
	31/07/2021	Deposit	P/Ledger Electronic Payment	250.00	0.00	250.00	VAT
	31/07/2021	O/Line	Bench and fitting	950.00	0.00	950.00	VAT
				<b>3,300.00</b>	<b>0.00</b>	<b>3,300.00</b>	
<b>Pension Fund</b>	31/07/2021	PENSION	Pension May & June	499.16	0.00	499.16	OTS
<b>Plusnet Ltd</b>	31/07/2021	DD2	12/171/Plusnet Ltd	77.00	0.00	77.00	VAT
<b>Salaries</b>	31/07/2021	SALARIES	Salaries	7,468.32	0.00	7,468.32	OTS
<b>Tree Feller Ltd</b>	31/07/2021	9	13244/178/Tree Feller Ltd	720.00	0.00	720.00	VAT
				<b>14,333.19</b>	<b>0.00</b>	<b>14,333.19</b>	

# **Section 2**

## **Budgets**

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**Virements**

**Virement History Report**

## Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virament	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100 Administration</b>											
1076 Precept	209,440	209,440	0	0	209,440	0	209,440	104,720	214,676	0	0
1077 CIL Receipts	0	0	0	0	0	0	0	5,000	0	0	0
1090 Interest Received	5	6	0	0	5	0	5	1	5	0	0
<b>Total Income</b>	<b>209,445</b>	<b>209,446</b>	<b>0</b>	<b>0</b>	<b>209,445</b>	<b>0</b>	<b>209,445</b>	<b>109,721</b>	<b>214,681</b>	<b>0</b>	<b>0</b>
4000 Salaries	39,000	11,488	0	0	39,000	0	39,000	13,000	39,975	0	0
4005 Employers NI	1,600	1,350	0	0	1,600	0	1,600	532	1,640	0	0
4010 Employers Pension	2,000	362	0	0	2,000	0	2,000	664	2,050	0	0
4050 Stationery	600	737	0	0	600	0	600	183	615	0	0
4055 Postage	200	0	0	0	200	0	200	0	205	0	0
4100 Rent	0	0	0	0	1,200	0	1,200	1,200	0	0	0
4110 Electricity	2,000	300	0	0	2,000	0	2,000	0	2,050	0	0
4115 Water	800	135	0	0	800	0	800	0	820	0	0
4120 Telephone/Internet	1,500	50	0	0	1,500	0	1,500	484	1,538	0	0
4180 Insurance	2,000	890	0	-500	2,000	0	1,500	500	2,050	0	0
4185 Audit	1,000	1,000	0	0	1,000	0	1,000	0	1,025	0	0
4190 Other Professional Fees	500	0	0	0	500	0	500	305	513	0	0
4195 Conference/ Training	500	0	0	0	500	0	500	50	513	0	0
4200 Maintenance	3,000	1,721	0	0	3,000	0	3,000	780	3,075	0	0
4205 Subscriptions & Membership	0	0	0	0	600	0	600	0	615	0	0
4210 Medical	0	0	0	0	500	0	500	25	513	0	0
4215 Computer/IT	0	0	0	0	1,700	0	1,700	1,390	1,743	0	0
4220 Photocopier	0	0	0	0	1,700	0	1,700	119	1,743	0	0
4300 Grass Cutting	2,000	300	0	0	2,000	0	2,000	0	2,050	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4315	Grounds Maintenance	0	0	0	2,000	0	0	2,000	1,667	0	0	0
4320	Flowers/Plants	250	21	0	0	250	0	250	21	256	0	0
	<b>Overhead Expenditure</b>	<b>56,950</b>	<b>18,355</b>	0	1,500	62,650	0	64,150	20,930	62,989	0	0
	<b>100 Net Income over Expenditure</b>	<b>152,495</b>	<b>191,091</b>	0	-1,500	146,795	0	145,295	88,790	151,692	0	0
6001	less Transfer To EMR	0	0	0	0	0	0	0	5,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>152,495</b>	<b>191,091</b>			<b>146,795</b>		<b>145,295</b>	<b>83,790</b>	<b>151,692</b>		
<b>110</b>	<b><u>Town Hall</u></b>											
1000	Town Hall Lettings	2,000	3,852	0	0	8,000	0	8,000	18,196	8,200	0	0
	<b>Total Income</b>	<b>2,000</b>	<b>3,852</b>	0	0	8,000	0	8,000	18,196	8,200	0	0
4000	Salaries	9,000	8,880	0	0	9,000	0	9,000	3,000	9,225	0	0
4100	Rent	7,200	1,800	0	0	7,200	0	7,200	600	7,380	0	0
4105	Rates	1,200	273	0	0	1,200	0	1,200	300	1,230	0	0
4110	Electricity	2,400	622	0	0	2,400	0	2,400	0	2,460	0	0
4120	Telephone/Internet	800	235	0	0	800	0	800	0	820	0	0
4180	Insurance	0	0	0	0	0	0	0	345	0	0	0
4200	Maintenance	3,000	600	0	0	1,500	0	1,500	0	3,075	0	0
4225	Cleaning	0	0	0	0	1,500	0	1,500	266	0	0	0
4315	Grounds Maintenance	0	0	0	500	0	0	500	300	0	0	0
	<b>Overhead Expenditure</b>	<b>23,600</b>	<b>12,410</b>	0	500	23,600	0	24,100	4,831	24,190	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(21,600)</b>	<b>(8,558)</b>			<b>(15,600)</b>		<b>(16,100)</b>	<b>13,365</b>	<b>(15,990)</b>		
<b>200</b>	<b><u>Sports Centre</u></b>											
1099	Grants	0	15,000	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(1,900)	4,638			(1,900)		(1,900)	210	(1,948)		
<b>800 Projects</b>											
4800 Skate Park	9,000	0	0	0	9,000	0	9,000	1,000	9,225	0	0
4810 Pavilion Refurbishment	5,000	358	0	0	5,000	0	5,000	0	5,125	0	0
4820 Vehicle Replacement	5,000	4,167	0	0	5,000	0	5,000	0	5,125	0	0
4825 Notice Boards	15,000	0	0	0	15,000	0	15,000	0	15,375	0	0
4830 MUGA Replacement Fund	19,095	0	0	0	19,095	0	19,095	0	19,572	0	0
Overhead Expenditure	53,095	4,525	0	0	53,095	0	53,095	1,000	54,422	0	0
6000 plus Transfer From EMR	0	0	0	0	0	0	0	1,000	0	0	0
Movement to/(from) Gen Reserve	(53,095)	(4,525)			(53,095)		(53,095)	0	(54,422)		
Total Budget Income	224,745	235,375	0	0	231,245	0	231,245	128,705	237,027	0	0
Expenditure	224,745	65,696	0	0	232,445	0	232,445	27,615	237,033	0	0
Net Income over Expenditure	0	169,679	0	0	-1,200	0	-1,200	101,090	-6	0	0
plus Transfer From EMR	0	8,333	0	0	0	0	0	1,146	0	0	0
less Transfer To EMR	0	12,500	0	0	0	0	0	5,000	0	0	0
Movement to/(from) Gen Reserve	0	165,512			(1,200)		(1,200)	97,236	(6)		

**Somewhere Town Council (OM/BK/ALL/AST)**  
**Annual Budget - By Committee (Actual YTD Month 5)**

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b>General Purposes</b>										
<b>100 Administration</b>										
1076	Precept	209,440	209,440	209,440	104,720	209,440	0	214,676	0	0
1077	C/L Receipts	0	0	0	5,000	0	0	0	0	0
1090	Interest Received	5	6	5	1	0	0	5	0	0
	<b>Total Income</b>	<b>209,445</b>	<b>209,446</b>	<b>209,445</b>	<b>109,721</b>	<b>209,440</b>	<b>0</b>	<b>214,681</b>	<b>0</b>	<b>0</b>
4000	Salaries	39,000	11,488	39,000	13,000	39,000	0	39,975	0	0
4005	Employers NI	1,600	1,350	1,800	532	1,596	0	1,640	0	0
4010	Employers Pension	2,000	362	2,000	664	1,992	0	2,050	0	0
4050	Stationery	600	737	600	183	0	0	615	0	0
4055	Postage	200	0	200	0	0	0	205	0	0
4100	Rent	0	0	1,200	1,200	0	0	0	0	0
4110	Electricity	2,000	300	2,000	0	0	0	2,050	0	0
4115	Water	800	135	800	0	0	0	820	0	0
4120	Telephone/Internet	1,500	50	1,500	494	0	0	1,538	0	0
4180	Insurance	2,000	890	1,500	500	0	0	2,050	0	0
4185	Audit	1,000	1,000	1,000	0	0	0	1,025	0	0
4190	Other Professional Fees	500	0	500	305	0	0	513	0	0
4195	Conference/ Training	500	0	500	50	0	100	513	0	0
4200	Maintenance	3,000	1,721	3,000	780	0	250	3,075	0	0
4205	Subscriptions & Membership	0	0	600	0	0	0	615	0	0
4210	Medical	0	0	500	25	0	0	513	0	0
4215	Computer/IT	0	0	1,700	1,390	0	0	1,743	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4220 Photocopier	0	0	1,700	119	0	0	1,743	0	0
4300 Grass Cutting	2,000	300	2,000	0	0	0	2,050	0	0
4315 Grounds Maintenance	0	0	2,000	1,667	0	0	0	0	0
4320 Flowers/Plants	250	21	250	21	0	0	256	0	0
<b>Overhead Expenditure</b>	<b>56,950</b>	<b>18,355</b>	<b>64,150</b>	<b>20,930</b>	<b>42,588</b>	<b>350</b>	<b>62,989</b>	<b>0</b>	<b>0</b>
<b>100 Net Income over Expenditure</b>	<b>152,495</b>	<b>191,091</b>	<b>145,295</b>	<b>88,790</b>	<b>166,852</b>	<b>-350</b>	<b>151,992</b>	<b>0</b>	<b>0</b>
6001 less Transfer To EMR	0	0	0	5,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>152,495</b>	<b>191,091</b>	<b>145,295</b>	<b>83,790</b>	<b>166,852</b>		<b>151,692</b>		
<b>110 Town Hall</b>									
1000 Town Hall Lettings	2,000	3,852	8,000	18,196	54,113	0	8,200	0	0
<b>Total Income</b>	<b>2,000</b>	<b>3,852</b>	<b>8,000</b>	<b>18,196</b>	<b>54,113</b>	<b>0</b>	<b>8,200</b>	<b>0</b>	<b>0</b>
4000 Salaries	9,000	8,880	9,000	3,000	0	0	9,225	0	0
4100 Rent	7,200	1,800	7,200	600	1,800	0	7,380	0	0
4105 Rates	1,200	273	1,200	300	900	0	1,230	0	0
4110 Electricity	2,400	622	2,400	0	0	0	2,460	0	0
4120 Telephone/internet	800	235	800	0	0	0	820	0	0
4180 Insurance	0	0	0	345	0	0	0	0	0
4200 Maintenance	3,000	600	1,500	0	0	0	3,075	0	0
4225 Cleaning	0	0	1,500	286	0	0	0	0	0
4315 Grounds Maintenance	0	0	500	300	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>23,600</b>	<b>12,410</b>	<b>24,100</b>	<b>4,831</b>	<b>2,700</b>	<b>0</b>	<b>24,190</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(21,600)</b>	<b>(8,558)</b>	<b>(16,100)</b>	<b>13,365</b>	<b>51,413</b>		<b>(15,990)</b>		

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b><u>Allotments</u></b>										
<b><u>220 Allotments</u></b>										
1350	Allotment Rent	200	665	200	25	75	0	205	0	0
	<b>Total Income</b>	200	665	200	25	75	0	205	0	0
4110	Electricity	500	134	500	0	0	0	513	0	0
4200	Maintenance	2,300	0	2,300	0	0	0	2,358	0	0
4300	Grass Cutting	0	0	0	200	0	0	0	0	0
4310	Tree Work	0	0	0	146	0	0	0	0	0
4315	Grounds Maintenance	0	0	150	83	0	0	0	0	0
4405	Skip Hire	0	0	0	25	0	0	0	0	0
	<b>Overhead Expenditure</b>	2,800	134	2,950	455	0	0	2,871	0	0
	<b>220 Net Income over Expenditure</b>	-2,600	531	-2,750	-430	75	0	-2,666	0	0
6000	plus Transfer From EMR	0	0	0	146	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,600)	531	(2,750)	(283)	75		(2,666)		
<b><u>230 Allotments 2</u></b>										
1350	Allotment Rent	800	350	800	25	75	0	820	0	0
	<b>Total Income</b>	800	350	800	25	75	0	820	0	0
4200	Maintenance	2,300	500	2,300	0	0	0	2,358	0	0
4310	Tree Work	500	0	500	0	0	0	513	0	0
	<b>Overhead Expenditure</b>	2,800	500	2,800	0	0	0	2,871	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,000)	(150)	(2,000)	25	75		(2,051)		

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Allotments - Income</b>	1,000	1,015	1,000	50	150	0	1,025	0	0
<b>Expenditure</b>	5,600	634	5,750	455	0	0	5,742	0	0
<b>Net Income over Expenditure</b>	<u>-4,600</u>	<u>381</u>	<u>-4,750</u>	<u>-405</u>	<u>150</u>	<u>0</u>	<u>-4,717</u>	<u>0</u>	<u>0</u>
plus Transfer From EMR	0	0	0	146	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(4,600)</u>	<u>381</u>	<u>(4,750)</u>	<u>(258)</u>	<u>150</u>		<u>(4,717)</u>		
<b>Total Budget Income</b>	224,745	235,375	231,245	128,705	265,443	0	237,027	0	0
<b>Expenditure</b>	224,745	65,696	232,445	27,615	45,288	413	237,033	0	0
<b>Net Income over Expenditure</b>	<u>0</u>	<u>169,679</u>	<u>-1,200</u>	<u>101,090</u>	<u>220,155</u>	<u>-413</u>	<u>-6</u>	<u>0</u>	<u>0</u>
plus Transfer From EMR	0	8,333	0	1,146	0	0	0	0	0
less Transfer To EMR	0	12,500	0	5,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>165,512</u>	<u>(1,200)</u>	<u>97,236</u>	<u>220,155</u>		<u>(6)</u>		

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>100 Administration</b>						
1076 Precept	209,440	214,676	217,896	222,254	226,699	238,034
1090 Interest Received	5	5	5	5	5	5
Total Income	<b>209,445</b>	<b>214,681</b>	<b>217,901</b>	<b>222,259</b>	<b>226,704</b>	<b>238,039</b>
4000 Salaries	39,000	39,975	40,575	41,387	42,215	44,326
4005 Employers NI	1,600	1,640	1,665	1,698	1,732	1,819
4010 Employers Pension	2,000	2,050	2,081	2,123	2,165	2,273
4050 Stationery	600	615	624	636	649	681
4055 Postage	200	205	208	212	216	227
4100 Rent	1,200	0	0	0	0	0
4110 Electricity	2,000	2,050	2,081	2,123	2,165	2,273
4115 Water	800	820	832	849	866	909
4120 Telephone/Internet	1,500	1,538	1,561	1,592	1,624	1,705
4180 Insurance	1,500	2,050	2,081	2,123	2,165	2,273
4185 Audit	1,000	1,025	1,040	1,061	1,082	1,136
4190 Other Professional Fees	500	513	521	531	542	569
4195 Conference/ Training	500	513	521	531	542	569
4200 Maintenance	3,000	3,075	3,121	3,183	3,247	3,409
4205 Subscriptions & Membership	600	615	624	636	649	681
4210 Medical	500	513	521	531	542	569
4215 Computer/IT	1,700	1,743	1,769	1,804	1,840	1,932
4220 Photocopier	1,700	1,743	1,769	1,804	1,840	1,932
4300 Grass Cutting	2,000	2,050	2,081	2,123	2,165	2,273
4315 Grounds Maintenance	2,000	0	0	0	0	0
4320 Flowers/Plants	250	256	260	265	270	284
Total Overhead Expenditure	<b>64,150</b>	<b>62,989</b>	<b>63,935</b>	<b>65,212</b>	<b>66,516</b>	<b>69,840</b>
Net Income over Expenditure	<b>145,295</b>	<b>151,692</b>	<b>153,966</b>	<b>157,047</b>	<b>160,188</b>	<b>168,199</b>
<b>110 Town Hall</b>						
1000 Town Hall Lettings	8,000	8,200	8,323	8,489	8,659	9,092
Total Income	<b>8,000</b>	<b>8,200</b>	<b>8,323</b>	<b>8,489</b>	<b>8,659</b>	<b>9,092</b>
4000 Salaries	9,000	9,225	9,363	9,550	9,741	10,228
4100 Rent	7,200	7,380	7,491	7,641	7,794	8,184
4105 Rates	1,200	1,230	1,248	1,273	1,298	1,363
4110 Electricity	2,400	2,460	2,497	2,547	2,598	2,728
4120 Telephone/Internet	800	820	832	849	866	909
4200 Maintenance	1,500	3,075	3,121	3,183	3,247	3,409
4225 Cleaning	1,500	0	0	0	0	0
4315 Grounds Maintenance	500	0	0	0	0	0
Total Overhead Expenditure	<b>24,100</b>	<b>24,190</b>	<b>24,552</b>	<b>25,043</b>	<b>25,544</b>	<b>26,821</b>
Net Income over Expenditure	<b>(16,100)</b>	<b>(15,990)</b>	<b>(16,229)</b>	<b>(16,554)</b>	<b>(16,885)</b>	<b>(17,729)</b>
<b>200 Sports Centre</b>						
1200 Sports Centre Hire	2,000	2,050	2,081	2,123	2,165	2,273

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Income	<b>2,000</b>	<b>2,050</b>	<b>2,081</b>	<b>2,123</b>	<b>2,165</b>	<b>2,273</b>
4120 Telephone/Internet	1,000	1,025	1,040	1,061	1,082	1,136
4200 Maintenance	1,500	1,538	1,561	1,592	1,624	1,705
Total Overhead Expenditure	<b>2,500</b>	<b>2,563</b>	<b>2,601</b>	<b>2,653</b>	<b>2,706</b>	<b>2,841</b>
Net Income over Expenditure	<b>(500)</b>	<b>(513)</b>	<b>(520)</b>	<b>(530)</b>	<b>(541)</b>	<b>(568)</b>
<b>205 MUGA</b>						
1205 MUGA Income	2,500	2,563	2,601	2,653	2,706	2,841
Total Income	<b>2,500</b>	<b>2,563</b>	<b>2,601</b>	<b>2,653</b>	<b>2,706</b>	<b>2,841</b>
4110 Electricity	1,000	1,025	1,040	1,061	1,082	1,136
4200 Maintenance	1,500	1,538	1,561	1,592	1,624	1,705
Total Overhead Expenditure	<b>2,500</b>	<b>2,563</b>	<b>2,601</b>	<b>2,653</b>	<b>2,706</b>	<b>2,841</b>
Net Income over Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>210 Recreations Areas</b>						
1300 Market Rent	300	308	313	319	325	341
Total Income	<b>300</b>	<b>308</b>	<b>313</b>	<b>319</b>	<b>325</b>	<b>341</b>
4200 Maintenance	1,500	1,538	1,561	1,592	1,624	1,705
4300 Grass Cutting	6,000	6,150	6,242	6,367	6,494	6,819
4305 Line Marking	500	513	521	531	542	569
4310 Tree Work	2,000	2,050	2,081	2,123	2,165	2,273
4315 Grounds Maintenance	2,850	5,125	5,202	5,306	5,412	5,683
4320 Flowers/Plants	600	615	624	636	649	681
4340 Replacement Equipment	45,000	46,125	46,817	47,753	48,708	51,143
4341 Playground Equipment	10,000	10,250	10,404	10,612	10,824	11,365
4345 Committed Example	2,000	2,050	2,081	2,123	2,165	2,273
Total Overhead Expenditure	<b>70,450</b>	<b>74,416</b>	<b>75,533</b>	<b>77,043</b>	<b>78,583</b>	<b>82,511</b>
Net Income over Expenditure	<b>(70,150)</b>	<b>(74,108)</b>	<b>(75,220)</b>	<b>(76,724)</b>	<b>(78,258)</b>	<b>(82,170)</b>
<b>220 Allotments</b>						
1350 Allotment Rent	200	205	208	212	216	227
Total Income	<b>200</b>	<b>205</b>	<b>208</b>	<b>212</b>	<b>216</b>	<b>227</b>
4110 Electricity	500	513	521	531	542	569
4200 Maintenance	2,300	2,358	2,393	2,441	2,490	2,615
4315 Grounds Maintenance	150	0	0	0	0	0
Total Overhead Expenditure	<b>2,950</b>	<b>2,871</b>	<b>2,914</b>	<b>2,972</b>	<b>3,032</b>	<b>3,184</b>
Net Income over Expenditure	<b>(2,750)</b>	<b>(2,666)</b>	<b>(2,706)</b>	<b>(2,760)</b>	<b>(2,816)</b>	<b>(2,957)</b>
<b>230 Allotments 2</b>						
1350 Allotment Rent	800	820	832	849	866	909
Total Income	<b>800</b>	<b>820</b>	<b>832</b>	<b>849</b>	<b>866</b>	<b>909</b>

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## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4200 Maintenance	2,300	2,358	2,393	2,441	2,490	2,615
4310 Tree Work	500	513	521	531	542	569
Total Overhead Expenditure	<b>2,800</b>	<b>2,871</b>	<b>2,914</b>	<b>2,972</b>	<b>3,032</b>	<b>3,184</b>
Net Income over Expenditure	<b>(2,000)</b>	<b>(2,051)</b>	<b>(2,082)</b>	<b>(2,123)</b>	<b>(2,166)</b>	<b>(2,275)</b>
<b>240 Cemetery</b>						
1400 Burial Income	8,000	8,200	8,323	8,489	8,659	9,092
Total Income	<b>8,000</b>	<b>8,200</b>	<b>8,323</b>	<b>8,489</b>	<b>8,659</b>	<b>9,092</b>
4120 Telephone/Internet	50	51	52	53	54	57
4200 Maintenance	5,000	5,125	5,202	5,306	5,412	5,683
4300 Grass Cutting	3,000	3,075	3,121	3,183	3,247	3,409
4310 Tree Work	500	513	521	531	542	569
4315 Grounds Maintenance	750	769	781	797	813	854
4400 Grave Digging	600	615	624	636	649	681
Total Overhead Expenditure	<b>9,900</b>	<b>10,148</b>	<b>10,301</b>	<b>10,506</b>	<b>10,717</b>	<b>11,253</b>
Net Income over Expenditure	<b>(1,900)</b>	<b>(1,948)</b>	<b>(1,978)</b>	<b>(2,017)</b>	<b>(2,058)</b>	<b>(2,161)</b>
<b>800 Projects</b>						
4800 Skate Park	9,000	9,225	9,363	9,550	9,741	10,228
4810 Pavilion Refurbishment	5,000	5,125	5,202	5,306	5,412	5,683
4820 Vehicle Replacement	5,000	5,125	5,202	5,306	5,412	5,683
4825 Notice Boards	15,000	15,375	15,606	15,918	16,236	17,048
4830 MUGA Replacement Fund	19,095	19,572	19,866	20,263	20,668	21,701
Total Overhead Expenditure	<b>53,095</b>	<b>54,422</b>	<b>55,239</b>	<b>56,343</b>	<b>57,469</b>	<b>60,343</b>
Net Income over Expenditure	<b>(53,095)</b>	<b>(54,422)</b>	<b>(55,239)</b>	<b>(56,343)</b>	<b>(57,469)</b>	<b>(60,343)</b>
<b>Total Budget Income</b>	<b>231,245</b>	<b>237,027</b>	<b>240,582</b>	<b>245,393</b>	<b>250,300</b>	<b>262,814</b>
<b>Expenditure</b>	<b>232,445</b>	<b>237,033</b>	<b>240,590</b>	<b>245,397</b>	<b>250,305</b>	<b>262,818</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,200)</b>	<b>(6)</b>	<b>(8)</b>	<b>(4)</b>	<b>(5)</b>	<b>(4)</b>

**Virement Date:** 31/08/2021

**Virement Ref No:** 2

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased	
4315	Grounds Maintenance	100	Administration	Move Budget to diff CC - G/M		2,000	
4315	Grounds Maintenance	110	Town Hall	Move Budget to diff CC - G/M		500	
4315	Grounds Maintenance	220	Allotments	Move Budget to diff CC - G/M		150	
4315	Grounds Maintenance	210	Recreations Areas	Move Budget to diff CC - G/M	2,650		
4180	Insurance	110	Town Hall	Move Budget to diff CC - Ins		500	
4180	Insurance	100	Administration	Move Budget to diff CC - Ins	500		
<b>Narrative:</b> Allocate Budget to relevant Cost Centres as per desicion on 16/07/21					<b>Virement Totals</b>	<b>3,150</b>	<b>3,150</b>

Month	Ref No	A/c Code	Description	Centre	Description	Decrease	Increase
5	2	4180	Insurance	100	Administration	500	
5	2	4180	Insurance	110	Town Hall		500
5	2	4315	Grounds Maintenance	100	Administration		2,000
5	2	4315	Grounds Maintenance	110	Town Hall		500
5	2	4315	Grounds Maintenance	210	Recreations Areas	2,650	
5	2	4315	Grounds Maintenance	220	Allotments		150
<b>Totals :</b>						<b>3,150</b>	<b>3,150</b>

# **Section 3**

## **Council Reports**

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**Income and Expenditure - Summary (Budget Monitoring)**

**Trial Balance**

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**Earmarked Reports**

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Administration</b>								
1076 Precept	0	104,720	209,440	104,720			50.0%	
1077 CIL Receipts	0	5,000	0	(5,000)			0.0%	5,000
1090 Interest Received	10	11	5	(6)			212.4%	
<b>Administration :- Income</b>	<b>10</b>	<b>109,731</b>	<b>209,445</b>	<b>99,714</b>			<b>52.4%</b>	<b>5,000</b>
4000 Salaries	0	13,000	39,000	26,000		26,000	33.3%	
4005 Employers NI	0	532	1,800	1,068		1,068	33.3%	
4010 Employers Pension	0	664	2,000	1,336		1,336	33.2%	
4050 Stationery	0	183	600	417		417	30.6%	
4055 Postage	0	0	200	200		200	0.0%	
4100 Rent	0	1,200	1,200	0		0	100.0%	
4110 Electricity	56	56	2,000	1,944		1,944	2.8%	
4115 Water	0	0	800	800		800	0.0%	
4120 Telephone/Internet	52	546	1,500	954		954	36.4%	
4180 Insurance	500	500	1,500	1,000		1,000	33.3%	
4185 Audit	0	0	1,000	1,000		1,000	0.0%	
4190 Other Professional Fees	0	305	500	195		195	61.0%	
4195 Conference/ Training	0	50	500	450	100	350	30.0%	
4200 Maintenance	0	780	3,000	2,220	250	1,970	34.3%	
4205 Subscriptions & Membership	0	0	600	600		600	0.0%	
4210 Medical	0	25	500	475		475	5.1%	
4215 Computer/IT	0	1,390	1,700	310		310	81.8%	
4220 Photocopier	0	119	1,700	1,581		1,581	7.0%	
4300 Grass Cutting	0	0	2,000	2,000		2,000	0.0%	
4315 Grounds Maintenance	0	1,667	2,000	333		333	83.3%	
4320 Flowers/Plants	52	73	250	177		177	29.1%	
<b>Administration :- Indirect Expenditure</b>	<b>660</b>	<b>21,090</b>	<b>64,150</b>	<b>43,060</b>	<b>350</b>	<b>42,710</b>	<b>33.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(650)</b>	<b>88,641</b>	<b>145,295</b>	<b>56,654</b>				
6001 less Transfer To EMR	0	5,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(650)</b>	<b>83,641</b>						
<b>110 Town Hall</b>								
1000 Town Hall Lettings	40	18,196	8,000	(10,196)			227.4%	
<b>Town Hall :- Income</b>	<b>40</b>	<b>18,196</b>	<b>8,000</b>	<b>(10,196)</b>			<b>227.4%</b>	<b>0</b>
4000 Salaries	0	3,000	9,000	6,000		6,000	33.3%	
4100 Rent	0	600	7,200	6,600		6,600	8.3%	
4105 Rates	0	300	1,200	900		900	25.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Electricity	62	62	2,400	2,338		2,338	2.6%	
4120 Telephone/Internet	0	0	800	800		800	0.0%	
4180 Insurance	345	345	0	(345)		(345)	0.0%	
4200 Maintenance	0	0	1,500	1,500		1,500	0.0%	
4225 Cleaning	0	286	1,500	1,214		1,214	19.1%	
4315 Grounds Maintenance	0	300	500	200		200	60.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>407</b>	<b>4,893</b>	<b>24,100</b>	<b>19,207</b>	<b>0</b>	<b>19,207</b>	<b>20.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(367)</b>	<b>13,303</b>	<b>(16,100)</b>	<b>(29,403)</b>				
<b><u>200 Sports Centre</u></b>								
1200 Sports Centre Hire	0	139	2,000	1,861			7.0%	
<b>Sports Centre :- Income</b>	<b>0</b>	<b>139</b>	<b>2,000</b>	<b>1,861</b>			<b>7.0%</b>	<b>0</b>
4120 Telephone/Internet	0	0	1,000	1,000		1,000	0.0%	
4195 Conference/ Training	0	30	0	(30)		(30)	0.0%	
4200 Maintenance	0	0	1,500	1,500		1,500	0.0%	
<b>Sports Centre :- Indirect Expenditure</b>	<b>0</b>	<b>30</b>	<b>2,500</b>	<b>2,470</b>	<b>0</b>	<b>2,470</b>	<b>1.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>109</b>	<b>(500)</b>	<b>(609)</b>				
<b><u>205 MUGA</u></b>								
1205 MUGA Income	0	20	2,500	2,480			0.8%	
<b>MUGA :- Income</b>	<b>0</b>	<b>20</b>	<b>2,500</b>	<b>2,480</b>			<b>0.8%</b>	<b>0</b>
4110 Electricity	0	0	1,000	1,000		1,000	0.0%	
4200 Maintenance	0	0	1,500	1,500		1,500	0.0%	
<b>MUGA :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>(20)</b>				
<b><u>210 Recreations Areas</u></b>								
1300 Market Rent	0	0	300	300			0.0%	
<b>Recreations Areas :- Income</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>			<b>0.0%</b>	<b>0</b>
4200 Maintenance	0	0	1,500	1,500		1,500	0.0%	
4300 Grass Cutting	0	0	6,000	6,000		6,000	0.0%	
4305 Line Marking	0	0	500	500		500	0.0%	
4310 Tree Work	0	0	2,000	2,000		2,000	0.0%	
4315 Grounds Maintenance	0	0	2,850	2,850		2,850	0.0%	
4320 Flowers/Plants	0	0	600	600		600	0.0%	
4340 Replacement Equipment	0	0	45,000	45,000		45,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Playground Equipment	0	0	10,000	10,000		10,000	0.0%	
4345 Committed Example	0	0	2,000	2,000	63	1,938	3.1%	
Recreations Areas :- Indirect Expenditure	0	0	70,450	70,450	63	70,388	0.1%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(70,150)</b>	<b>(70,150)</b>				
<b>220 Allotments</b>								
1350 Allotment Rent	30	55	200	145			27.5%	
Allotments :- Income	30	55	200	145			27.5%	0
4110 Electricity	0	0	500	500		500	0.0%	
4200 Maintenance	0	0	2,300	2,300		2,300	0.0%	
4300 Grass Cutting	0	200	0	(200)		(200)	0.0%	
4310 Tree Work	0	146	0	(146)		(146)	0.0%	146
4315 Grounds Maintenance	0	83	150	67		67	55.6%	
4405 Skip Hire	0	25	0	(25)		(25)	0.0%	
Allotments :- Indirect Expenditure	0	455	2,950	2,495	0	2,495	15.4%	146
<b>Net Income over Expenditure</b>	<b>30</b>	<b>(400)</b>	<b>(2,750)</b>	<b>(2,350)</b>				
6000 plus Transfer From EMR	0	146						
<b>Movement to/(from) Gen Reserve</b>	<b>30</b>	<b>(253)</b>						
<b>230 Allotments 2</b>								
1350 Allotment Rent	0	25	800	775			3.1%	
Allotments 2 :- Income	0	25	800	775			3.1%	0
4200 Maintenance	0	0	2,300	2,300		2,300	0.0%	
4310 Tree Work	0	0	500	500		500	0.0%	
Allotments 2 :- Indirect Expenditure	0	0	2,800	2,800	0	2,800	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>25</b>	<b>(2,000)</b>	<b>(2,025)</b>				
<b>240 Cemetery</b>								
1400 Burial Income	0	580	8,000	7,420			7.3%	
Cemetery :- Income	0	580	8,000	7,420			7.2%	0
4120 Telephone/Internet	0	0	50	50		50	0.0%	
4200 Maintenance	0	0	5,000	5,000		5,000	0.0%	
4300 Grass Cutting	0	0	3,000	3,000		3,000	0.0%	
4310 Tree Work	0	300	500	200		200	60.0%	
4315 Grounds Maintenance	0	0	750	750		750	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Grave Digging	0	0	600	600		600	0.0%	
4405 Skip Hire	0	70	0	(70)		(70)	0.0%	
Cemetery :- Indirect Expenditure	0	370	9,900	9,530	0	9,530	3.7%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>210</b>	<b>(1,900)</b>	<b>(2,110)</b>				
<b>800 Projects</b>								
4800 Skate Park	0	1,000	9,000	8,000		8,000	11.1%	1,000
4810 Pavilion Refurbishment	0	0	5,000	5,000		5,000	0.0%	
4820 Vehicle Replacement	0	0	5,000	5,000		5,000	0.0%	
4825 Notice Boards	0	0	15,000	15,000		15,000	0.0%	
4830 MUGA Replacement Fund	0	0	19,095	19,095		19,095	0.0%	
Projects :- Indirect Expenditure	0	1,000	53,095	52,095	0	52,095	1.9%	1,000
<b>Net Expenditure</b>	<b>0</b>	<b>(1,000)</b>	<b>(53,095)</b>	<b>(52,095)</b>				
6000 plus Transfer From EMR	0	1,000						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>Grand Totals:-</b>								
Income	80	128,745	231,245	102,500			55.7%	
Expenditure	1,067	27,837	232,445	204,808	413	204,195	12.2%	
<b>Net Income over Expenditure</b>	<b>(987)</b>	<b>100,908</b>	<b>(1,200)</b>	<b>(102,108)</b>				
plus Transfer From EMR	0	1,146						
less Transfer To EMR	0	5,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(987)</b>	<b>97,054</b>						

## Summary Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Administration	Income	10	109,731	209,445	99,714			52.4%
	Expenditure	660	21,090	64,150	43,060	350	42,710	33.4%
	Net Income over Expenditure	<u>(650)</u>	<u>88,641</u>	<u>145,295</u>	<u>56,654</u>			
	less Transfer To EMR	0	5,000					
	Movement to/(from) Gen Reserve	<u>(650)</u>	<u>83,641</u>					
110 Town Hall	Income	40	18,196	8,000	(10,196)			227.4%
	Expenditure	407	4,893	24,100	19,207		19,207	20.3%
	Movement to/(from) Gen Reserve	<u>(367)</u>	<u>13,303</u>					
200 Sports Centre	Income	0	139	2,000	1,861			7.0%
	Expenditure	0	30	2,500	2,470		2,470	1.2%
	Net Income over Expenditure	<u>0</u>	<u>109</u>	<u>(500)</u>	<u>(609)</u>			
	less Transfer To EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>109</u>					
205 MUGA	Income	0	20	2,500	2,480			0.8%
	Expenditure	0	0	2,500	2,500		2,500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>20</u>					
210 Recreations Areas	Income	0	0	300	300			0.0%
	Expenditure	0	0	70,450	70,450	63	70,388	0.1%
	Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(70,150)</u>	<u>(70,150)</u>			
	plus Transfer From EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
220 Allotments	Income	30	55	200	145			27.5%
	Expenditure	0	455	2,950	2,495		2,495	15.4%
	Net Income over Expenditure	<u>30</u>	<u>(400)</u>	<u>(2,750)</u>	<u>(2,350)</u>			
	plus Transfer From EMR	0	146					
	Movement to/(from) Gen Reserve	<u>30</u>	<u>(253)</u>					
230 Allotments 2	Income	0	25	800	775			3.1%
	Expenditure	0	0	2,800	2,800		2,800	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>25</u>					
240 Cemetery	Income	0	580	8,000	7,420			7.3%
	Expenditure	0	370	9,900	9,530		9,530	3.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>210</u>					
800 Projects	Expenditure	0	1,000	53,095	52,095		52,095	1.9%
	plus Transfer From EMR	0	1,000					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

## Summary Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	80	128,745	231,245	102,500			55.7%
Expenditure	1,067	27,837	232,445	204,608	413	204,195	12.2%
Net Income over Expenditure	<u>(987)</u>	<u>100,908</u>	<u>(1,200)</u>	<u>(102,108)</u>			
plus Transfer From EMR	0	1,146					
less Transfer To EMR	0	5,000					
Movement to/(from) Gen Reserve	<u>(987)</u>	<u>97,054</u>					

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			3,798.44	
105	VAT Control Account			319.42	
200	Current Bank Account			99,582.62	
210	Deposit Account			227,390.50	
310	General Reserves				163,675.35
320	EMR-Elections				3,000.00
325	EMR-Council Projects				18,166.66
326	EMR - Grant - Sports Centre				10,000.00
327	EMR - Tree Works				1,500.00
328	EMR - Allotments				353.82
329	EMR - Asset Replacement				20,000.00
330	EMR - Skate Park				1,500.00
331	EMR - Notice Board				750.00
332	EMR - Vehicle Repalcement				1,200.00
333	EMR - Pavilion Refurbishment				3,500.00
350	EMR - CIL 21/22				5,000.00
500	Creditors				746.96
515	Salary Control				3,734.16
516	PAYE/NI Control				315.26
520	Pension Control				249.58
565	Holding Deposit				95.00
566	Damage deposit				250.00
1000	Town Hall Lettings	110	Town Hall		18,195.82
1076	Precept	100	Administration		104,720.00
1077	CIL Receipts	100	Administration		5,000.00
1090	Interest Received	100	Administration		10.62
1200	Sports Centre Hire	200	Sports Centre		139.00
1205	MUGA Income	205	MUGA		20.00
1350	Allotment Rent	220	Allotments		55.00
1350	Allotment Rent	230	Allotments 2		25.00
1400	Burial Income	240	Cemetery		580.00
4000	Salaries	100	Administration	13,000.00	
4000	Salaries	110	Town Hall	3,000.00	
4005	Employers NI	100	Administration	532.00	
4010	Employers Pension	100	Administration	664.00	
4050	Stationery	100	Administration	183.33	
4100	Rent	100	Administration	1,200.00	
4100	Rent	110	Town Hall	600.00	
4105	Rates	110	Town Hall	300.00	
4110	Electricity	100	Administration	56.00	
4110	Electricity	110	Town Hall	62.10	
4120	Telephone/Internet	100	Administration	546.19	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4180	Insurance	100	Administration	500.00	
4180	Insurance	110	Town Hall	345.00	
4190	Other Professional Fees	100	Administration	305.00	
4195	Conference/ Training	100	Administration	50.00	
4195	Conference/ Training	200	Sports Centre	29.95	
4200	Maintenance	100	Administration	780.00	
4210	Medical	100	Administration	25.48	
4215	Computer/IT	100	Administration	1,390.08	
4220	Photocopier	100	Administration	118.53	
4225	Cleaning	110	Town Hall	285.76	
4300	Grass Cutting	220	Allotments	200.00	
4310	Tree Work	220	Allotments	146.18	
4310	Tree Work	240	Cemetery	300.00	
4315	Grounds Maintenance	100	Administration	1,666.67	
4315	Grounds Maintenance	110	Town Hall	300.00	
4315	Grounds Maintenance	220	Allotments	83.33	
4320	Flowers/Plants	100	Administration	72.83	
4405	Skip Hire	220	Allotments	25.00	
4405	Skip Hire	240	Cemetery	70.00	
4800	Skate Park	800	Projects	1,000.00	
6000	Transfer From EMR	220	Allotments		146.18
6000	Transfer From EMR	800	Projects		1,000.00
6001	Transfer To EMR	100	Administration	5,000.00	
<b>Trial Balance Totals :</b>				<b>363,928.41</b>	<b>363,928.41</b>
<b>Difference</b>				<b>0.00</b>	

<b>A/c Code</b>	4120 Telephone/Internet				<b>Annual Budget</b>	1,500
<b>Centre</b>	100 Administration				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>	<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>	<b>0.00</b>
1	01/04/2021	7	Journal	Telephone to Mar 21		560.00
1	01/04/2021	FI001	Purchase Ledger	Internet Monthly Charge	33.33	
1	15/04/2021	BT001	Purchase Ledger	Telephone Jan - Mar	560.00	
1	25/04/2021	PLUS001	Purchase Ledger	Monthly Line Rental- April	31.50	
2	25/04/2021	PLUS001	Purchase Ledger	00004113196-036B/166/Plusnet L	31.50	
2	25/04/2021	PLUS001	Purchase Ledger	1234/167/Plusnet Ltd	31.50	
2	22/05/2021	PLUS001	Purchase Ledger	7623782168736/169/Plusnet Ltd	33.33	
2	22/05/2021	PLUS001	Purchase Ledger	80	30.83	
3	01/06/2021	FI001	Purchase Ledger	Internet Monthly Charge Jun 21	33.33	
3	30/06/2021	PLUS001	Purchase Ledger	Telephone June 21	29.17	
4	01/07/2021	FI001	Purchase Ledger	Monthly Internet Charge	33.33	
4	23/07/2021	PLUS001	Purchase Ledger	Monthly Fee	31.50	
4	31/07/2021	BT001	Purchase Ledger	3625/22/Headsets	175.00	
<b>Account Telephone/Internet</b>					<b>Account Totals</b>	<b>1,054.32</b>
<b>Centre Administration</b>					<b>Net Balance Month 5</b>	<b>494.32</b>

<b>A/c Code</b>	4180 Insurance				<b>Annual Budget</b>	1,500
<b>Centre</b>	100 Administration				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>	<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>	<b>0.00</b>
5	31/08/2021	20	Journal	Office Insurance Aug21	500.00	
<b>Account Insurance</b>					<b>Account Totals</b>	<b>500.00</b>
<b>Centre Administration</b>					<b>Net Balance Month 5</b>	<b>500.00</b>

<b>A/c Code</b>	4180 Insurance				<b>Annual Budget</b>	0
<b>Centre</b>	110 Town Hall				<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>	<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>	<b>0.00</b>
5	31/08/2021	20	Journal	TH Insurance Aug	345.00	
<b>Account Insurance</b>					<b>Account Totals</b>	<b>345.00</b>
<b>Centre Town Hall</b>					<b>Net Balance Month 5</b>	<b>345.00</b>

**Earmarked Reserves**

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR-Elections	3,000.00		3,000.00
325 EMR-Council Projects	18,166.66		18,166.66
326 EMR - Grant - Sports Centre	10,000.00		10,000.00
327 EMR - Tree Works	1,500.00		1,500.00
328 EMR - Allotments	500.00	-146.18	353.82
329 EMR - Asset Replacement	20,000.00		20,000.00
330 EMR - Skate Park	2,500.00	-1,000.00	1,500.00
331 EMR - Notice Board	750.00		750.00
332 EMR - Vehicle Replacement	1,200.00		1,200.00
333 EMR - Pavilion Refurbishment	3,500.00		3,500.00
350 EMR - CIL 21/22	0.00	5,000.00	5,000.00
	<b>61,116.66</b>	<b>3,853.82</b>	<b>64,970.48</b>

# **Section 4**

## **Year End Reports**

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**Statutory Income and Expenditure**

**Statutory Balance Sheet**

**Annual Return – Summary - England**

**Annual Return – Detail – England**

**Annual Return – Summary - Wales**

**Annual Return – Detail - Wales**

**Consolidated Bank Reconciliation**

**Reserves Reconciliation**

**Somewhere Town Council (OM/BK/ALL/AST)**

**Income and Expenditure Account for Year Ended 31st March 2022**

31st March 2021		31st March 2022
	<b>Operating Income</b>	
209,446	Administration	109,731
3,852	Town Hall	18,196
15,411	Sports Centre	139
0	MUGA	20
665	Allotments	55
350	Allotments 2	25
5,651	Cemetery	580
<b>235,375</b>	<b>Total Income</b>	<b>128,745</b>
	<b>Running Costs</b>	
18,355	Administration	21,090
12,410	Town Hall	4,893
1,040	Sports Centre	30
27,720	Recreations Areas	0
134	Allotments	455
500	Allotments 2	0
1,013	Cemetery	370
4,525	Projects	1,000
<b>65,696</b>	<b>Total Expenditure</b>	<b>27,837</b>
	<b>General Fund Analysis</b>	
29,113	Opening Balance	163,675
235,375	Plus : Income for Year	128,745
<b>264,488</b>		<b>292,421</b>
65,696	Less : Expenditure for Year	27,837
<b>198,792</b>		<b>264,583</b>
35,117	Transfers TO / FROM Reserves	3,853
<b>163,675</b>	<b>Closing Balance</b>	<b>260,730</b>

11/10/2021

## Somewhere Town Council (OM/BK/ALL/AST)

14:28

## Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

		Current Assets	
1,082	Debtors	3,798	
226	VAT Control Account	319	
305	Prepayments	0	
198,441	Current Bank Account	99,583	
27,390	Deposit Account	227,391	
<u>227,443</u>		<u>331,091</u>	
<b>227,443</b>	<b>Total Assets</b>	<b>331,091</b>	
		Current Liabilities	
1,556	Creditors	747	
910	Accruals	0	
0	Salary Control	3,734	
0	PAYE/NI Control	315	
0	Pension Control	250	
185	Holding Deposit	95	
0	Damage deposit	250	
<u>2,651</u>		<u>5,391</u>	
<b>224,792</b>	<b>Total Assets Less Current Liabilities</b>	<b>325,700</b>	
		Represented By	
163,675	General Reserves	260,730	
3,000	EMR-Elections	3,000	
18,167	EMR-Council Projects	18,167	
10,000	EMR - Grant - Sports Centre	10,000	
1,500	EMR - Tree Works	1,500	
500	EMR - Allotments	354	
20,000	EMR - Asset Replacement	20,000	
2,500	EMR - Skate Park	1,500	
750	EMR - Notice Board	750	
1,200	EMR - Vehicle Replacement	1,200	
3,500	EMR - Pavilion Refurbishment	3,500	
0	EMR - CIL 21/22	5,000	
<u>224,792</u>		<u>325,700</u>	

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11/10/2021

**Somewhere Town Council (OM/BK/ALL/AST)**

14:28

**Balance Sheet as at 31st March 2022**

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**31st March 2021**

**31st March 2022**

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 AUGUST 2021**  
**Somewhere Town Council (OM/BK/ALL/AST)**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	<b>56,113</b>	<b>224,792</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b> Annual Precept	<b>209,440</b>	<b>104,720</b>	Total amount of Precept income received in the year
<b>3</b> Total other receipts	<b>25,935</b>	<b>24,025</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b> Staff costs	<b>22,080</b>	<b>17,196</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
<b>5</b> Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b> Total other payments	<b>43,616</b>	<b>10,641</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b> Balances carried forward	<b>225,792</b>	<b>325,700</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total Cash & Investments	<b>225,831</b>	<b>326,973</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b> Total Fixed Assets	<b>630,771</b>	<b>645,852</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b> Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

## Working details for ANNUAL RETURN - Year ended 31 August 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	29,113	163,675	310	0	General Reserves
1	3,000	3,000	320	0	EMR-Elections
1	24,000	18,167	325	0	EMR-Council Projects
1	0	10,000	326	0	EMR - Grant - Sports Centre
1	0	1,500	327	0	EMR - Tree Works
1	0	500	328	0	EMR - Allotments
1	0	20,000	329	0	EMR - Asset Replacement
1	0	2,500	330	0	EMR - Skate Park
1	0	750	331	0	EMR - Notice Board
1	0	1,200	332	0	EMR - Vehicle Repacement
1	0	3,500	333	0	EMR - Pavilion Refurbishment
1	<b>Balances brought forward</b>	<b>56,113</b>	<b>224,792</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	209,440	104,720	1076	100	Precept
2	<b>Annual Precept</b>	<b>209,440</b>	<b>104,720</b>	Total amount of Precept income received in the year	
3	3,852	18,196	1000	110	Town Hall Lettings
3	0	5,000	1077	100	CIL Receipts
3	6	11	1090	100	Interest Received
3	15,000	0	1099	200	Grants
3	411	139	1200	200	Sports Centre Hire
3	0	20	1205	205	MUGA Income
3	665	55	1350	220	Allotment Rent
3	350	25	1350	230	Allotment Rent
3	5,651	580	1400	240	Burial income
3	<b>Total other receipts</b>	<b>25,935</b>	<b>24,025</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	11,488	13,000	4000	100	Salaries
4	8,880	3,000	4000	110	Salaries
4	1,350	532	4005	100	Employers NI
4	362	664	4010	100	Employers Pension
4	<b>Staff costs</b>	<b>22,080</b>	<b>17,196</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions	
5	<b>Loan interest/Capital repayments</b>	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	737	183	4050	100	Stationery
6	0	1,200	4100	100	Rent
6	1,800	600	4100	110	Rent
6	273	300	4105	110	Rates
6	300	56	4110	100	Electricity
6	622	62	4110	110	Electricity
6	134	0	4110	220	Electricity
6	135	0	4115	100	Water
6	50	546	4120	100	Telephone/Internet

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 August 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	235	0	4120	110	Telephone/Internet	
6	50	0	4120	240	Telephone/Internet	
6	890	500	4180	100	Insurance	
6	0	345	4180	110	Insurance	
6	1,000	0	4185	100	Audit	
6	0	305	4190	100	Other Professional Fees	
6	0	50	4195	100	Conference/ Training	
6	0	30	4195	200	Conference/ Training	
6	1,721	780	4200	100	Maintenance	
6	600	0	4200	110	Maintenance	
6	1,040	0	4200	200	Maintenance	
6	186	0	4200	210	Maintenance	
6	500	0	4200	230	Maintenance	
6	500	0	4200	240	Maintenance	
6	0	25	4210	100	Medical	
6	0	1,390	4215	100	Computer/IT	
6	0	119	4220	100	Photocopier	
6	0	286	4225	110	Cleaning	
6	300	0	4300	100	Grass Cutting	
6	613	0	4300	210	Grass Cutting	
6	0	200	4300	220	Grass Cutting	
6	308	0	4300	240	Grass Cutting	
6	21	0	4305	210	Line Marking	
6	350	0	4310	210	Tree Work	
6	0	146	4310	220	Tree Work	
6	0	300	4310	240	Tree Work	
6	0	1,667	4315	100	Grounds Maintenance	
6	0	300	4315	110	Grounds Maintenance	
6	0	83	4315	220	Grounds Maintenance	
6	154	0	4315	240	Grounds Maintenance	
6	21	73	4320	100	Flowers/Plants	
6	812	0	4320	210	Flowers/Plants	
6	20,071	0	4340	210	Replacement Equipment	
6	5,667	0	4341	210	Playground Equipment	
6	0	25	4405	220	Skip Hire	
6	0	70	4405	240	Skip Hire	
6	0	1,000	4800	800	Skate Park	
6	358	0	4810	800	Pavilion Refurbishment	
6	4,167	0	4820	800	Vehicle Replacement	
6	<b>Total other payments</b>	<b>43,616</b>	<b>10,641</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	<b>Balances carried forwrd</b>	<b>225,792</b>	<b>325,700</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		198,441	99,583	200	0	Current Bank Account
8		27,390	227,391	210	0	Deposit Account

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 August 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
8	Total Cash & Investments	225,831	326,973		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9		630,771	645,852	9 0	Total Fixed Assets
9	Total Fixed Assets	630,771	645,852		The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0		The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

## ANNUAL RETURN

FOR THE YEAR ENDED 31 AUGUST 2021

Somewhere Town Council (OM/BK/ALL/AST)

### SECTION 2 - THE STATEMENT OF ACCOUNTS

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 August 2021. See page 6 and the Practitioners Guide for guidance

	Last Year £	This Year £	General Notes for Guidance	
<b>1</b>	Balances brought forward	<b>56,113</b>	<b>224,792</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b>	(+) Annual Precept	<b>209,440</b>	<b>104,720</b>	Total amount of Precept income received in the year
<b>3</b>	(+) Total other receipts	<b>25,935</b>	<b>24,025</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b>	(-) Staff costs	<b>22,080</b>	<b>17,196</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
<b>5</b>	(-) Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b>	(-) Total other payments	<b>43,616</b>	<b>10,641</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b>	(=) Balances Carried Forward	<b>225,792</b>	<b>325,700</b>	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5 + 6)
<b>8</b>	(+) Debtors	<b>1,612</b>	<b>4,118</b>	Income and expenditure accounts only: Enter the value of debts at the year end
<b>9</b>	(+) Total Cash & Investments	<b>225,831</b>	<b>326,973</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement
<b>10</b>	(-) Creditors	<b>2,651</b>	<b>5,391</b>	Income and expenditure accounts only: Enter the value of monies owed (except borrowings) at the year end
<b>11</b>	(=) Balances Carried Forward	<b>224,792</b>	<b>325,700</b>	Total balances should equal line 7 above: Enter the total of (8 + 9 - 10)
<b>12</b>	Total Fixed Assets	<b>0</b>	<b>0</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>13</b>	Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

I confirm that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 August 2021

Signed \_\_\_\_\_ Responsible Financial Officer Date \_\_\_\_\_

I confirm that these accounts were approved by the council and recorded as council minute reference:

Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chair of meeting approving council's accounts

### Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 August 2021

Somewhere Town Council (OM/BK/ALL/AST)

	Last Year £	This Year £	Code and Centre		Code Description
1	0	0	300	0	Current Year Fund
1	29,113	163,675	310	0	General Reserves
1	3,000	3,000	320	0	EMR-Elections
1	24,000	18,167	325	0	EMR-Council Projects
1	0	10,000	326	0	EMR - Grant - Sports Centre
1	0	1,500	327	0	EMR - Tree Works
1	0	500	328	0	EMR - Allotments
1	0	20,000	329	0	EMR - Asset Replacement
1	0	2,500	330	0	EMR - Skate Park
1	0	750	331	0	EMR - Notice Board
1	0	1,200	332	0	EMR - Vehicle Replacement
1	0	3,500	333	0	EMR - Pavilion Refurbishment
1	0	0	350	0	EMR - CIL 21/22
1	0	0	351	0	EMR - Street Lighting
1	<b>Balances brought forward</b>	<b>56,113</b>	<b>224,792</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	209,440	104,720	1076	100	Precept
2	<b>(+) Annual Precept</b>	<b>209,440</b>	<b>104,720</b>	Total amount of Precept income received in the year	
3	3,852	18,196	1000	110	Town Hall Lettings
3	0	5,000	1077	100	CIL Receipts
3	6	11	1090	100	Interest Received
3	15,000	0	1099	200	Grants
3	411	139	1200	200	Sports Centre Hire
3	0	20	1205	205	MUGA Income
3	665	55	1350	220	Allotment Rent
3	350	25	1350	230	Allotment Rent
3	5,651	580	1400	240	Burial Income
3	<b>(+) Total other receipts</b>	<b>25,935</b>	<b>24,025</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	11,488	13,000	4000	100	Salaries
4	8,880	3,000	4000	110	Salaries
4	1,350	532	4005	100	Employers NI
4	362	664	4010	100	Employers Pension
4	<b>(-) Staff costs</b>	<b>22,080</b>	<b>17,196</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions	
5	0	0	5	0	Loan Interest
5	<b>(-) Loan interest/Capital repayments</b>	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	737	183	4050	100	Stationery
6	0	1,200	4100	100	Rent
6	1,800	600	4100	110	Rent

Continued over page

## Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 August 2021

Somewhere Town Council (OM/BK/ALL/AST)

	Last Year £	This Year £	Code	and Centre	Code Description
6	273	300	4105	110	Rates
6	300	56	4110	100	Electricity
6	622	62	4110	110	Electricity
6	134	0	4110	220	Electricity
6	135	0	4115	100	Water
6	50	546	4120	100	Telephone/Internet
6	235	0	4120	110	Telephone/Internet
6	50	0	4120	240	Telephone/Internet
6	890	500	4180	100	Insurance
6	0	345	4180	110	Insurance
6	1,000	0	4185	100	Audit
6	0	305	4190	100	Other Professional Fees
6	0	50	4195	100	Conference/ Training
6	0	30	4195	200	Conference/ Training
6	1,721	780	4200	100	Maintenance
6	600	0	4200	110	Maintenance
6	1,040	0	4200	200	Maintenance
6	186	0	4200	210	Maintenance
6	500	0	4200	230	Maintenance
6	500	0	4200	240	Maintenance
6	0	25	4210	100	Medical
6	0	1,390	4215	100	Computer/IT
6	0	119	4220	100	Photocopier
6	0	286	4225	110	Cleaning
6	300	0	4300	100	Grass Cutting
6	613	0	4300	210	Grass Cutting
6	0	200	4300	220	Grass Cutting
6	308	0	4300	240	Grass Cutting
6	21	0	4305	210	Line Marking
6	350	0	4310	210	Tree Work
6	0	146	4310	220	Tree Work
6	0	300	4310	240	Tree Work
6	0	1,667	4315	100	Grounds Maintenance
6	0	300	4315	110	Grounds Maintenance
6	0	83	4315	220	Grounds Maintenance
6	154	0	4315	240	Grounds Maintenance
6	21	73	4320	100	Flowers/Plants
6	812	0	4320	210	Flowers/Plants
6	20,071	0	4340	210	Replacement Equipment
6	5,667	0	4341	210	Playground Equipment
6	0	25	4405	220	Skip Hire

Continued over page

### Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 August 2021

Somewhere Town Council (OM/BK/ALL/AST)

	Last Year £	This Year £	Code and Centre		Code Description
<b>6</b>	0	70	4405	240	Skip Hire
<b>6</b>	0	1,000	4800	800	Skate Park
<b>6</b>	358	0	4810	800	Pavilion Refurbishment
<b>6</b>	4,167	0	4820	800	Vehicle Replacement
<b>6</b> (-) Total other payments	<b>43,616</b>	<b>10,641</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
<b>7</b> (=) Balances Carried Forward	<b>225,792</b>	<b>325,700</b>	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5 + 6)		
<b>8</b>	1,082	3,798	100	0	Debtors
<b>8</b>	226	319	105	0	VAT Control Account
<b>8</b>	305	0	110	0	Prepayments
<b>8</b> (+) Debtors	<b>1,612</b>	<b>4,118</b>	Income and expenditure accounts only: Enter the value of debts at the year end		
<b>9</b>	198,441	99,583	200	0	Current Bank Account
<b>9</b>	27,390	227,391	210	0	Deposit Account
<b>9</b> (+) Total Cash & Investments	<b>225,831</b>	<b>326,973</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement		
<b>10</b>	1,556	747	500	0	Creditors
<b>10</b>	910	0	510	0	Accruals
<b>10</b>	0	3,734	515	0	Salary Control
<b>10</b>	0	315	518	0	PAYE/NI Control
<b>10</b>	0	250	520	0	Pension Control
<b>10</b>	0	0	530	0	Creditors sales
<b>10</b>	185	95	565	0	Holding Deposit
<b>10</b>	0	250	566	0	Damage deposit
<b>10</b> (-) Creditors	<b>2,651</b>	<b>5,391</b>	Income and expenditure accounts only: Enter the value of monies owed (except borrowings) at the year end		
<b>11</b> (=) Balances Carried Forward	<b>224,792</b>	<b>325,700</b>	Total balances should equal line 7 above: Enter the total of (8 + 9 - 10)		
<b>12</b>	0	0	12	0	Total Fixed Assets
<b>12</b> Total Fixed Assets	<b>0</b>	<b>0</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
<b>13</b>	0	0	13	0	Total Borrowings
<b>13</b> Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Continued over page

**Working Detail for ANNUAL RETURN**

**FOR THE YEAR ENDED 31 August 2021**

**Somewhere Town Council (OM/BK/ALL/AST)**

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<b>Last Year £</b>	<b>This Year £</b>	<b>Code and Centre</b>	<b>Code Description</b>
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**Somewhere Town Council (OM/BK/ALL/AST)**

**Bank - Cash and Investment Reconciliation as at 31 August 2021**

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/08/2021 Current Account	99,634.62	
2	30/06/2021 Deposit A/C	227,390.50	
			<b>327,025.12</b>
<u>Unpresented Payments</u>			
1	31/08/2021 3652	52.00	
			<b>52.00</b>
			<b>326,973.12</b>
<u>Receipts not on Bank Statement</u>			
0	31/08/2021 All Receipts Cleared	0.00	
			<b>0.00</b>
<b>Closing Balance</b>			
			<b>326,973.12</b>
<u>All Cash &amp; Bank Accounts</u>			
1	Current Bank Account	99,582.62	
2	Deposit Account	227,390.50	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>326,973.12</b>

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**Somewhere Town Council (OM/BK/ALL/AST)**

**Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 August 2021**

Explains the difference between boxes 7 & 8 on the Annual Return

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<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>224,792.01</b>	<b>325,700.02</b>
100	Debtors	1,081.60	3,798.44
105	VAT Control Account	225.80	319.42
110	Prepayments	305.00	0.00
	<b>Less Total Debtors</b>	<b>1,612.40</b>	<b>4,117.86</b>
500	Creditors	1,556.41	746.96
510	Accruals	910.00	0.00
515	Salary Control	0.00	3,734.16
516	PAYE/NI Control	0.00	315.26
520	Pension Control	0.00	249.58
565	Holding Deposit	185.00	95.00
566	Damage deposit	0.00	250.00
	<b>Plus Total Creditors</b>	<b>2,651.41</b>	<b>5,390.96</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>225,831.02</b>	<b>326,973.12</b>
200	Current Bank Account	198,441.14	99,582.62
210	Deposit Account	27,389.88	227,390.50
	<b>Total Cash and Bank Accounts</b>	<b>225,831.02</b>	<b>326,973.12</b>

# **Section 5**

## **VAT Return**

### **CONTENTS**

**Special VAT Return**

**Business VAT Return**

**VAT Transactions Summary**

Date 11/10/2021

Alpha 2021/22

Page 1

Time 11:30

End Date of Assessment 31/10/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<b>Cashbook</b>				
10/04/2021	12628945	Stationery	Alpha	4.17
15/04/2021	111111112	Electricity March 21	Alpha	1.75
26/04/2021	111111114	Playground Repairs	Alpha	6.04
30/04/2021	253698741	Audit for 20/21	Alpha	41.67
30/04/2021	12628945	Stationery	Alpha	10.00
30/04/2021	12628945	Stationery	Alpha	1.60
31/08/2021	123456799	Builders	Alpha	333.17
31/08/2021	253698741	External Audit	Alpha	66.67
31/08/2021	111111114	New Swing	Alpha	416.67
31/08/2021	111111114	Correction	Alpha	-416.67
31/08/2021	25369874	Training	Alpha	10.00
01/09/2021	111111111	Phones and Broadband Sept 21	Alpha	6.00
15/09/2021	111111112	Electricity Sept 2021	Alpha	1.87
30/09/2021	12628945	Stationery	Alpha	7.54
30/09/2021	25698764	Microsoft	Alpha	4.17
30/09/2021	12628945	Stationery	Alpha	5.83
<b>Total VAT Detail from Cashbook</b>				<b>500.48</b>

I .....  
 (Full name in BLOCK LETTERS)

am claiming a refund of five hundred pounds and 48 pence £ 500.48  
 (Pounds in words pence in figures)

which is the VAT charged on goods and services bought for non-business activities. \*The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature ..... Date .....  
 (Designated responsible officer)

\*Delete as appropriate

**Data Protection Act 1998**

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

Previewed Draft - Do Not Submit to HMRC

Date: 08/10/2021

Somewhere Town Council (OM/BK/ALL/AST)

Page 1

Time: 14:46

VAT Return: 01/07/2021 - 30/09/2021

User: IRY

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Sales Ledger	1	45	4		90.00	90.00	0.00
		<b>OUTPUT</b>		<b>Total Rate: E</b>	<b>90.00</b>	<b>90.00</b>	<b>0.00</b>
Sales Ledger	1	44	4		120.00	100.00	20.00
Sales Ledger	1	45	4		369.60	308.00	61.60
Sales Ledger	1	46	4		141.74	118.12	23.62
Sales Ledger	1	47	5		24.00	20.00	4.00
		<b>OUTPUT</b>		<b>Total Rate: S</b>	<b>655.34</b>	<b>546.12</b>	<b>109.22</b>
Cashbook	1		5		845.00	845.00	0.00
		<b>INPUT</b>		<b>Total Rate: E</b>	<b>845.00</b>	<b>845.00</b>	<b>0.00</b>
Purchase Ledger	1	27	4		40.00	33.33	6.67
Purchase Ledger	1	28	4		810.91	675.76	135.15
Purchase Ledger	1	29	4		175.42	146.18	29.24
Purchase Ledger	1	30	4		247.80	206.50	41.30
Purchase Ledger	1	31	4		1,200.00	1,000.00	200.00
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>2,474.13</b>	<b>2,061.77</b>	<b>412.36</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>745.34</b>	<b>636.12</b>	<b>109.22</b>
	<b>Total Inputs</b>	<b>3,319.13</b>	<b>2,906.77</b>	<b>412.36</b>
VAT due in the period on sales and other outputs			<b>Box 1</b>	109.22
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			<b>2</b>	<u>0.00</u>
<b>Total VAT due</b>			<b>3</b>	<b>109.22</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	<b>4</b>			<u>412.36</u>
<b>Net VAT to reclaim from HMRC</b>	<b>5</b>			<u><b>303.14</b></u>
<b>Total value of sales and all other outputs excluding any VAT</b>	<b>6</b>			<b>636.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>	<b>7</b>			<b>2,906.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	<b>8</b>			0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	<b>9</b>			0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				<b>0.00</b>

**Somewhere Town Council (OM/BK/ALL/AST)**

**Transactions included in VAT Return for periods 4 to 6**

<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Transaction Detail</b>	<b>VAT Code</b>	<b>Rate</b>	<b>Net Amount</b>	<b>VAT Amount</b>	<b>Period</b>
<b><u>VAT Inputs</u></b>							
<b><u>Purchase Ledger</u></b>							
14/06/2021	1234	Fallen Tree Allotment June 21	S	20.00	146.18	29.24	4
30/06/2021	12776	Cleaning May 21	S	20.00	285.76	57.15	4
01/07/2021	3810	Monthly Internet Charge	S	20.00	33.33	6.67	4
03/07/2021	1620	Cleaning July 21	S	20.00	390.00	78.00	4
23/07/2021	4114505	Monthly Fee	S	20.00	31.50	6.30	4
31/07/2021	3625	New Headsets	S	20.00	175.00	35.00	4
31/07/2021	59687	Bench and fitting	S	20.00	1,000.00	200.00	4
					<b>Purchase Ledger</b>	<b>2,061.77</b>	<b>412.36</b>
					<b>Total VAT Inputs</b>	<b>2,061.77</b>	<b>412.36</b>
<b><u>VAT Outputs</u></b>							
<b><u>Sales Ledger</u></b>							
30/07/2021	1114	Invoice No:-1114	S	20.00	100.00	20.00	4
30/07/2021	1123	Invoice No:-1123	S	20.00	90.00	18.00	4
30/07/2021	1127	Invoice No:-1127	S	20.00	20.00	4.00	5
31/07/2021	1115	Invoice No:-1115	S	20.00	195.00	39.00	4
31/07/2021	1116	Invoice No:-1116	S	20.00	48.00	9.60	4
31/07/2021	1119	Invoice No:-1119	S	20.00	24.00	4.80	4
31/07/2021	1120	Invoice No:-1120	S	20.00	26.00	5.20	4
31/07/2021	1121	Invoice No:-1121	S	20.00	15.00	3.00	4
31/07/2021	1122	Invoice No:-1122	S	20.00	28.12	5.62	4
					<b>Sales Ledger</b>	<b>546.12</b>	<b>109.22</b>
					<b>Total VAT Outputs</b>	<b>546.12</b>	<b>109.22</b>

# **Section 6**

## **Sales Ledger**

### **CONTENTS**

**Sales Invoice**

**Sales Daybook**

**Outstanding Balances**

**Invoices Due for Receipts**

**Unpaid Invoices by Customer**

**Sales Ledger Receipts**

**Sales Statements**



INVOICE

Somewhere Town Council (OM/BK/ALL/AST)

Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire  
SN4 9NB

Invoice To

Carol Jones  
Street  
Town  
SN4 9NY

Telephone: 01793 731296

Email support@rialtas.co.uk

Invoice No: 1126

Invoice Date: 02/08/2021

Customer Ord No:

Customer A/c No: JONESC

Code	Item Description	Disc %	Qty	Qty Unit	Unit Price	Total Price	VAT	Amount
TH-	Town Hall Suite on Sat 31/07/21 from 09:00 to 10:00	0	1.00	Hour	10.00	10.00		0.00
TH-	Kitchen Hire - per Hour Kitchen on Sat 31/07/21 from 12:00 to 16:00	0	4.00	Hour	10.00	40.00		8.00
TH-MHSTD	Main Hall - Standard Rate Town Hall Suite on Sat 31/07/21 from 12:00 to 16:00	0	4.00	Hour	15.00	60.00		12.00
	Holding deposit					-25.00		-5.00

Payment DUE DATE:02/08/2021

Please make cheques payable to Anytown Council  
For online payment:  
Sort Code:- 12-34-56  
Account No.:- 98765674  
Please use the Invoice number as the Reference.

Net 85.00

VAT 15.00

Gross 100.00

08/10/2021

Somewhere Town Council (OM/BK/ALL/AST)

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15:02

SALES DAYBOOK

User: IRY

Sales Ledger for Month No 4

Order by Invoices Entered

Invoices entered by NJF  
Posted by NJF

Nominal Ledger Analysis

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/07/2021	1122	RAY CAMPBELL	CAMPBELL	28.12	5.62	33.74	1000	110	28.12	Invoice No:-1122
30/07/2021	1123	JOY MANTLE	MANTLE	90.00	18.00	108.00	1000	110	90.00	Invoice No:-1123
<b>TOTAL INVOICES</b>				<u>118.12</u>	<u>23.62</u>	<u>141.74</u>			<u>118.12</u>	
VAT ANALYSISCODE S @ 20.00%				118.12	23.62	141.74				
<b>TOTALS</b>				<u>118.12</u>	<u>23.62</u>	<u>141.74</u>				

## Outstanding Balances by Month as at 31/08/2021

A/C Code	Customer Name	Balance	Aug 2021	Jul 2021	Jun 2021	Prior Months	On A/c Pymnts
<b>Ledger No 1, Sales Ledger</b>							
BADCLUB	NEWTOWN BADMINTON	6.00	0.00	0.00	6.00	0.00	0.00
BLOODDON	BLOOD DONORS	468.00	0.00	234.00	234.00	0.00	0.00
BREAKFAST	BREAKFAST CLUB	129.60	0.00	57.60	72.00	0.00	0.00
CAMPBELL	RAY CAMPBELL	33.74	0.00	33.74	0.00	0.00	0.00
COUNCIL	NTC	20.00	0.00	0.00	20.00	0.00	0.00
CROCKER	CROCKER	60.00	0.00	0.00	60.00	0.00	0.00
DINGLE	MANDY DINGLE	57.60	0.00	0.00	0.00	57.60	0.00
FOWLER	PAT FOWLER	170.00	0.00	170.00	0.00	0.00	0.00
HOBBS	MARY HOBBS	110.00	0.00	40.00	70.00	0.00	0.00
JONESM	MARY JONES	28.80	0.00	28.80	0.00	0.00	0.00
MANTLE	JOY MANTLE	108.00	0.00	108.00	0.00	0.00	0.00
ROTARY	THOMAS	180.60	0.00	0.00	180.60	0.00	0.00
SALSA	SALSA	17.00	0.00	0.00	0.00	17.00	0.00
SCHOOL	SCHOOL	1,406.50	0.00	0.00	1,406.50	0.00	0.00
SENIORCLB	SENIORCLUB	44.00	0.00	0.00	44.00	0.00	0.00
SENIORS	NEWTOWN SENIORS	330.00	0.00	0.00	330.00	0.00	0.00
SENTENNIS	SENIOR TENNIS	26.00	0.00	0.00	26.00	0.00	0.00
SQUASH	NEWTOWN SQUASH	24.00	0.00	0.00	24.00	0.00	0.00
STFC01	FOOTBALL CLUB	24.00	0.00	0.00	24.00	0.00	0.00
TINYTOTS	TINY	160.00	0.00	0.00	160.00	0.00	0.00
TINYTOTS	TINY TOTS DANCE	127.10	0.00	31.20	95.90	0.00	0.00
WALKINGFB	WALKING FOOTBALL	31.50	0.00	0.00	31.50	0.00	0.00
WED003	HUTCHINS	96.00	0.00	0.00	96.00	0.00	0.00
WILKINSM	MARIA WILKINS	115.00	0.00	18.00	25.00	72.00	0.00
Z SMITH	SMITH E	25.00	0.00	0.00	25.00	0.00	0.00
<b>Total Sales Ledger No 1</b>		<b>3,798.44</b>	<b>0.00</b>	<b>721.34</b>	<b>2,930.50</b>	<b>146.60</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>3,798.44</b>	<b>0.00</b>	<b>721.34</b>	<b>2,930.50</b>	<b>146.60</b>	<b>0.00</b>

15:04

## Receipts Due as at 31/08/2021

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BADCLUB	30/06/2021	1100	6.00		30/06/2021	6.00 **
<b>Receipt Due from : Newtown Ladles Badminton Club</b>				<u>6.00</u>			<u>6.00</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BLOODDONOR	31/07/2021	1115	234.00		31/07/2021	234.00 **
1	BLOODDONOR	01/06/2021	1089	234.00		01/06/2021	234.00 **
<b>Receipt Due from : Blood Donors Group</b>				<u>468.00</u>			<u>468.00</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	BREAKFAST	01/06/2021	1090	72.00		01/06/2021	72.00 **
1	BREAKFAST	31/07/2021	1116	57.60		31/07/2021	57.60 **
<b>Receipt Due from : Breakfast Club</b>				<u>129.60</u>			<u>129.60</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	CAMPBELL	31/07/2021	1122	33.74		31/07/2021	33.74 **
<b>Receipt Due from : Ray Campbell</b>				<u>33.74</u>			<u>33.74</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Ledger	A/c Code	Invoice Date	Invoice No	Amount Due	Disc Available	Date Due	Net Amount
1	COUNCIL	01/06/2021	1091	20.00		01/06/2021	20.00 **
<b>Receipt Due from : Newtown Town Council</b>				<u>20.00</u>			<u>20.00</u>
Telephone No :							
Contact Name :				Note : Invoices marked ' ** ' are Overdue			

Continued over page

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
<b>BADCLUB</b>		<b>Newtown Ladies Badminton Club</b>					
30/06/2021	1100	5.00	1.00	6.00		0.00	6.00
<b>TOTAL INVOICES FOR BADCLUB</b>		<b>5.00</b>	<b>1.00</b>	<b>6.00</b>		<b>0.00</b>	<b>6.00</b>
<b>BLOODDONOR</b>		<b>Blood Donors Group</b>					
01/06/2021	1089	195.00	39.00	234.00		0.00	234.00
31/07/2021	1115	195.00	39.00	234.00		0.00	234.00
<b>TOTAL INVOICES FOR BLOODDONOR</b>		<b>390.00</b>	<b>78.00</b>	<b>468.00</b>		<b>0.00</b>	<b>468.00</b>
<b>BREAKFAST</b>		<b>Breakfast Club</b>					
01/06/2021	1090	60.00	12.00	72.00		0.00	72.00
31/07/2021	1116	48.00	9.60	57.60		0.00	57.60
<b>TOTAL INVOICES FOR BREAKFAST</b>		<b>108.00</b>	<b>21.60</b>	<b>129.60</b>		<b>0.00</b>	<b>129.60</b>
<b>CAMPBELL</b>		<b>Ray Campbell</b>					
31/07/2021	1122	28.12	5.62	33.74		0.00	33.74
<b>TOTAL INVOICES FOR CAMPBELL</b>		<b>28.12</b>	<b>5.62</b>	<b>33.74</b>		<b>0.00</b>	<b>33.74</b>
<b>COUNCIL</b>		<b>Newtown Town Council</b>					
01/06/2021	1091	20.00	0.00	20.00		0.00	20.00
<b>TOTAL INVOICES FOR COUNCIL</b>		<b>20.00</b>	<b>0.00</b>	<b>20.00</b>		<b>0.00</b>	<b>20.00</b>
<b>CROCKER</b>		<b>Maria Crocker</b>					
30/06/2021	1112	30.00	0.00	30.00		0.00	30.00
30/06/2021	1113	30.00	0.00	30.00		0.00	30.00
<b>TOTAL INVOICES FOR CROCKER</b>		<b>60.00</b>	<b>0.00</b>	<b>60.00</b>		<b>0.00</b>	<b>60.00</b>
<b>DINGLE</b>		<b>Mandy Dingle</b>					
31/05/2021	1079	48.00	9.60	57.60		0.00	57.60
<b>TOTAL INVOICES FOR DINGLE</b>		<b>48.00</b>	<b>9.60</b>	<b>57.60</b>		<b>0.00</b>	<b>57.60</b>
<b>FOWLER</b>		<b>Pat Fowler</b>					
30/07/2021	1114	100.00	20.00	120.00		0.00	120.00
31/07/2021	1117	50.00	0.00	50.00		0.00	50.00
<b>TOTAL INVOICES FOR FOWLER</b>		<b>150.00</b>	<b>20.00</b>	<b>170.00</b>		<b>0.00</b>	<b>170.00</b>
<b>HOBBS</b>		<b>Mary Hobbs</b>					
30/06/2021	1101	70.00	0.00	70.00		0.00	70.00
31/07/2021	1118	40.00	0.00	40.00		0.00	40.00

## List of Receipts Paid In 31 JULY 2021

Entered Month 4  
by user NJF

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
TAYLOR	Sean Taylor								
		30/05/2021	1068	229.00	0.00	229.00	0.00	31/07/2021	1
		30/05/2021	1072	821.84	0.00	821.84	0.00	31/07/2021	1
		30/05/2021	1081	637.60	0.00	637.60	0.00	31/07/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,688.44</b>			
				<b>Total Receipts Paid In 31 JULY 2021</b>	<b>0.00</b>	<b>1,688.44</b>			

Ref: Taylor

Maria Wilkins  
Street  
Demoshire

12345678

01793 731296

Maria Wilkins  
Street  
Demoshire

Somewhere Town Council (OM/BK/ALL/AST)  
Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire  
SN4 9NB

WILKINSM

31/08/2021

WILKINSM

31/08/2021

30/05/2021 Invoice	1065	72.00	0.00	72.00	30/05/2021	1065	72.00	<input type="checkbox"/>
30/06/2021 Invoice	1110	25.00	0.00	97.00	30/06/2021	1110	25.00	<input type="checkbox"/>
31/07/2021 Invoice	1121	18.00	0.00	115.00	31/07/2021	1121	18.00	<input type="checkbox"/>

115.00 0.00 115.00

115.00

0.00 0.00 18.00 97.00 115.00  
Net Monthly

# **Section 7**

## **Purchase Ledger**

### **CONTENTS**

**Purchase Daybook**

**Outstanding Balances**

**Unpaid Invoices by Supplier**

**Invoices Due for Payments**

**Purchase Ledger Payments**

**Remittance Advice**

08/10/2021

Somewhere Town Council (OM/BK/ALL/AST)

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## PURCHASE DAYBOOK

User: IRY

Purchase Ledger for Month No 4

Order by Ref No

Invoices entered by RJC  
Posted by RJC

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description	
							Invoice Total	A/C	Centre	Amount		
06/07/2021	EO810E7UHQ	196	MICROSOFT	MICR001	60.80	0.00	60.80	4215	100	60.80	Microsoft July 21	
30/06/2021	12776	196	SUPREME CLEANERS	SUP001	285.76	57.15	342.91	4225	110	285.76	Cleaning May 21	
03/07/2021	1620	199	DOMESTIC DARLINGS	DD001	390.00	78.00	468.00	4200	100	390.00	Cleaning July 21	
<b>TOTAL INVOICES</b>					<b>736.56</b>	<b>135.15</b>	<b>871.71</b>			<b>736.56</b>		
VAT ANALYSISCODE					OTS @ 0.00%	60.80	0.00	60.80				
VAT ANALYSISCODE					S @ 20.00%	675.76	135.15	810.91				
<b>TOTALS</b>					<b>736.56</b>	<b>135.15</b>	<b>871.71</b>					

## Outstanding Balances by Month as at 31/08/2021

A/C Code	Supplier Name	Balance	Aug 2021	Jul 2021	Jun 2021	Prior Months	On A/c Pymnts
<b>Ledger No 1, Purchase Ledger</b>							
BT001	BT	210.00	0.00	210.00	0.00	0.00	0.00
DD001	DOMESTIC DARLINGS	936.00	0.00	468.00	468.00	0.00	0.00
FI001	F1 IT	80.00	0.00	40.00	40.00	0.00	0.00
GRA001	GRASSLAND	175.42	0.00	0.00	175.42	0.00	0.00
ITEC001	ITEC	72.00	0.00	0.00	72.00	0.00	0.00
MICR001	MICROSOFT	60.80	0.00	60.80	0.00	0.00	0.00
PLUS001	PLUSNET	72.80	0.00	37.80	35.00	0.00	0.00
SUP001	SUPREME CLEANERS	342.91	0.00	0.00	342.91	0.00	0.00
VIK001	VIKING	155.94	0.00	0.00	155.94	0.00	0.00
<b>Total Purchase Ledger No 1</b>		<b>2,105.87</b>	<b>0.00</b>	<b>816.60</b>	<b>1,289.27</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL PURCHASE LEDGER BALANCES</b>		<b>2,105.87</b>	<b>0.00</b>	<b>816.60</b>	<b>1,289.27</b>	<b>0.00</b>	<b>0.00</b>

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
<b>BT001 British Telecom</b>							
31/07/2021	3625	175.00	35.00	210.00		0.00	210.00
<b>TOTAL INVOICES FOR BT001</b>		<b>175.00</b>	<b>35.00</b>	<b>210.00</b>		<b>0.00</b>	<b>210.00</b>
<b>DD001 Domestic Darlings</b>							
30/06/2021	1536	390.00	78.00	468.00		0.00	468.00
03/07/2021	1620	390.00	78.00	468.00		0.00	468.00
<b>TOTAL INVOICES FOR DD001</b>		<b>780.00</b>	<b>156.00</b>	<b>936.00</b>		<b>0.00</b>	<b>936.00</b>
<b>FI001 F1 IT Ltd</b>							
01/06/2021	3634	33.33	6.67	40.00		0.00	40.00
01/07/2021	3810	33.33	6.67	40.00		0.00	40.00
<b>TOTAL INVOICES FOR FI001</b>		<b>66.66</b>	<b>13.34</b>	<b>80.00</b>		<b>0.00</b>	<b>80.00</b>
<b>GRA001 Grassland Maintenance Ltd</b>							
14/06/2021	1234	146.18	29.24	175.42		0.00	175.42
<b>TOTAL INVOICES FOR GRA001</b>		<b>146.18</b>	<b>29.24</b>	<b>175.42</b>		<b>0.00</b>	<b>175.42</b>
<b>ITEC001 ITEC Smarter Working</b>							
30/06/2021	265698	60.00	12.00	72.00		0.00	72.00
<b>TOTAL INVOICES FOR ITEC001</b>		<b>60.00</b>	<b>12.00</b>	<b>72.00</b>		<b>0.00</b>	<b>72.00</b>
<b>MICR001 Microsoft</b>							
06/07/2021	EO810E7UHQ	60.80	0.00	60.80		0.00	60.80
<b>TOTAL INVOICES FOR MICR001</b>		<b>60.80</b>	<b>0.00</b>	<b>60.80</b>		<b>0.00</b>	<b>60.80</b>
<b>PLUS001 Plusnet Ltd</b>							
30/06/2021	369852	29.17	5.83	35.00		0.00	35.00
23/07/2021	4114505	31.50	6.30	37.80		0.00	37.80
<b>TOTAL INVOICES FOR PLUS001</b>		<b>60.67</b>	<b>12.13</b>	<b>72.80</b>		<b>0.00</b>	<b>72.80</b>
<b>SUP001 Supreme Cleaning Contract Services Ltd.</b>							
30/06/2021	12776	285.76	57.15	342.91		0.00	342.91
<b>TOTAL INVOICES FOR SUP001</b>		<b>285.76</b>	<b>57.15</b>	<b>342.91</b>		<b>0.00</b>	<b>342.91</b>
<b>VIK001 Viking (Espo Ltd)</b>							
30/06/2021	1258	129.95	25.99	155.94		0.00	155.94

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
	<b>TOTAL INVOICES FOR VIK001</b>	<b>129.95</b>	<b>25.99</b>	<b>155.94</b>		<b>0.00</b>	<b>155.94</b>
	<b>TOTAL UNPAID INVOICES</b>	<b>1,765.02</b>	<b>340.85</b>	<b>2,105.87</b>		<b>0.00</b>	<b>2,105.87</b>

## Invoices Due for Payment by 31 August 2021

## For Purchase Ledger

## Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>Domestic Darlings [DD001]</b>								
30/06/2021	1536	187	Cleaning June		30/06/2021	468.00		468.00
03/07/2021	1620	199	Cleaning July 21		03/07/2021	468.00		468.00
Total of Invoices Due (DD001)						<b>936.00</b>	<b>0.00</b>	<b>936.00</b>
<b>F1 IT Ltd [FI001]</b>								
01/06/2021	3634	185	Internet Monthly Charge Jun 21		01/06/2021	40.00		40.00
01/07/2021	3810	195	Monthly Internet Charge		01/07/2021	40.00		40.00
Total of Invoices Due (FI001)						<b>80.00</b>	<b>0.00</b>	<b>80.00</b>
<b>Supreme Cleaning Contract Services Ltd. [SUP001]</b>								
30/06/2021	12776	198	Cleaning May 21		28/07/2021	342.91		342.91
Total of Invoices Due (SUP001)						<b>342.91</b>	<b>0.00</b>	<b>342.91</b>
Total of Invoices Due (Purchase Ledger)						<b>1,358.91</b>	<b>0.00</b>	<b>1,358.91</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>1,358.91</b>	<b>0.00</b>	<b>1,358.91</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user NJF

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BIT001</b> <b>Bitdefender</b>							
<i>Bitdefender Antivirus Plus</i>	11/05/2021	BV54893411	1	137.48	0.00	137.48	0.00
<i>Bitdefender 1 year 10 devices</i>	18/05/2021	BV55060118	1	45.83	0.00	45.83	0.00
					<b>0.00</b>	<b>183.31</b>	
Above paid on 31/07/2021 by Direct Debit DD							
<b>ITEC001</b> <b>ITEC Smarter Working</b>							
<i>Photocopier Clicks</i>	31/05/2021	567071	1	19.97	0.00	19.97	0.00
<i>Gold Support Monthly Fee</i>	31/05/2021	567072	1	3.60	0.00	3.60	0.00
<i>1234/172/ITEC Smarter Working</i>	31/05/2021	1234	1	3.60	0.00	3.60	0.00
<i>12234/173/ITEC Smarter Working</i>	31/05/2021	12234	1	3.60	0.00	3.60	0.00
<i>121331/176/ITEC Smarter Workin</i>	31/05/2021	121331	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>130.77</b>	
Above paid on 31/07/2021 by Direct Debit DD1							
<b>PLUS001</b> <b>Plusnet Ltd</b>							
<i>7623782168736/169/Plusnet Ltd</i>	22/05/2021	7623782168736	1	40.00	0.00	40.00	0.00
<i>12/171/Plusnet Ltd</i>	22/05/2021	12	1	37.00	0.00	37.00	0.00
					<b>0.00</b>	<b>77.00</b>	
Above paid on 31/07/2021 by Direct Debit DD2							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>391.08</b>	



**REMITTANCE ADVICE**

**From: Somewhere Town Council (OM/BK/ALL/AST)**  
**Town Hall**  
**Market Place**  
**Sometown**  
**Swindon**  
**Wiltshire**  
**SN4 9NB**

**TEL : 01793 731296**

**Email : support@rialtas.co.uk**

**To: Tree Feller Ltd**

The following invoices are covered by this Remittance dated 31 Jul 2021:

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Balance Due</b>		<b>Amount Paid</b>	<b>Balance Remaining</b>
32642376	15/05/2021	360.00	0.00	360.00	0.00
13244	09/05/2021	360.00	0.00	360.00	0.00
<b>Payment Ref 9</b>				<b>720.00</b>	

In the event of any query, please quote your account code: TREE001

# **Section 8**

## **Purchase Order Processing**

### **CONTENTS**

**Purchase Order**

**Purchase Order by Supplier**

**Committed Expenditure by Code**

**Committed Expenditure by Centre**

**Income and Expenditure with Commitments**



Somewhere Town Council  
(OM/BK/ALL/AST)  
Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire

Fire Protection  
999 Fire Road  
Flame Town  
FT01 1BU

01793 731296

01/04/2021

14

FIR001

Qty Ordered	Product Code	Item Detail	Unit Price	Net Amount
1	FIRE	Fire Equipment Inspection 31st May	250.00	250.00

**Total Cost (Excl VAT) 250.00**

**Footnotes**

Please deliver during office hours:  
Mon - Thu 9.30 to 16.30  
Fri 9.30 to 12.30

08/10/2021

**Somewhere Town Council (OM/BK/ALL/AST)**

Order Dates From 31/07/2021 To 31/08/2021

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**Purchase Order Listing - By Supplier**

All Suppliers

											<—Expenditure Allocation—>		
<u>Order No</u>	<u>Date/Month</u>	<u>Supplier Name</u>	<u>Stage</u>	<u>Status</u>	<u>Comm</u>	<u>Item</u>	<u>Title Description</u>	<u>Item Total</u>	<u>Order Value</u>	<u>Code</u>	<u>Centre</u>	<u>Amount</u>	
22	31/07/2021 (4)	British Telecom	Posted	Complete	Yes	1	new Telephone headsets	175.00	175.00	4120	100	175.00	
23	31/07/2021 (4)	Mr Handyman (The	Posted	Complete	Yes	1	Bench	800.00	1,000.00	4800	800	750.00	
						2	Installation	200.00		4800	800	250.00	
								<u>1,175.00</u>	<u>1,175.00</u>			<u>1,175.00</u>	

## Expenditure Detail (Committed Only) by Budget Code

Ord Number	Month	Ord Date	Supplier Name	Order Status	Committed	Expenditure Analysis				
						Code	Centre	Expenditure	Invoiced	Balance
17	3	30/06/2021	National Association of Local Councils	Active	Yes	4195	100	50.00		50.00
17	3	30/06/2021	National Association of Local Councils	Active	Yes	4195	100	50.00		50.00
Conference/ Training Totals :								100.00	0.00	100.00
16	1	30/04/2021	Purchase Order Demo Data	Active	Yes	4345	210	62.50		62.50
Committed Example Totals :								62.50	0.00	62.50
Total Expenditure								182.50	0.00	182.50

## Expenditure Detail (Committed Only) by Budget Centre

Ord Number	Month	Ord Date	Supplier Name	Order Status	Committed	Expenditure Analysis				
						Code	Centre	Expenditure	Invoiced	Balance
17	3	30/06/2021	National Association of Local Councils	Active	Yes	4195	100	50.00		50.00
17	3	30/06/2021	National Association of Local Councils	Active	Yes	4195	100	50.00		50.00
Administration Totals :								100.00	0.00	100.00
16	1	30/04/2021	Purchase Order Demo Data	Active	Yes	4345	210	62.50		62.50
Recreations Areas Totals :								62.50	0.00	62.50
Total Expenditure								162.50	0.00	162.50

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
1076 Precept	0	104,720	209,440	104,720			50.0%	
1077 CIL Receipts	0	5,000	0	(5,000)			0.0%	5,000
1090 Interest Received	0	1	5	4			12.4%	
Administration :- Income	<u>0</u>	<u>109,721</u>	<u>209,445</u>	<u>99,724</u>			<u>52.4%</u>	<u>5,000</u>
4000 Salaries	3,250	13,000	39,000	26,000		26,000	33.3%	
4005 Employers NI	133	532	1,800	1,068		1,068	33.3%	
4010 Employers Pension	166	664	2,000	1,336		1,336	33.2%	
4050 Stationery	0	183	600	417		417	30.6%	
4055 Postage	0	0	200	200		200	0.0%	
4100 Rent	0	1,200	1,200	0		0	100.0%	
4110 Electricity	0	0	2,000	2,000		2,000	0.0%	
4115 Water	0	0	800	800		800	0.0%	
4120 Telephone/Internet	240	494	1,500	1,006		1,006	33.0%	
4180 Insurance	0	0	1,500	1,500		1,500	0.0%	
4185 Audit	0	0	1,000	1,000		1,000	0.0%	
4190 Other Professional Fees	0	305	500	195		195	61.0%	
4195 Conference/ Training	0	50	500	450	100	350	30.0%	
4200 Maintenance	390	780	3,000	2,220	250	1,970	34.3%	
4205 Subscriptions & Membership	0	0	600	600		600	0.0%	
4210 Medical	0	25	500	475		475	5.1%	
4215 Computer/IT	61	1,390	1,700	310		310	81.8%	
4220 Photocopier	0	119	1,700	1,581		1,581	7.0%	
4300 Grass Cutting	0	0	2,000	2,000		2,000	0.0%	
4315 Grounds Maintenance	0	1,667	2,000	333		333	83.3%	
4320 Flowers/Plants	0	21	250	229		229	8.3%	
Administration :- Indirect Expenditure	<u>4,240</u>	<u>20,430</u>	<u>64,150</u>	<u>43,720</u>	<u>350</u>	<u>43,370</u>	<u>32.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,239)</u>	<u>89,290</u>	<u>145,295</u>	<u>56,005</u>				
6001 less Transfer To EMR	0	5,000						
Movement to/(from) Gen Reserve	<u>(4,239)</u>	<u>84,290</u>						
Grand Totals:- Income	<u>0</u>	<u>109,721</u>	<u>209,445</u>	<u>99,724</u>			<u>52.4%</u>	
Expenditure	<u>4,240</u>	<u>20,430</u>	<u>64,150</u>	<u>43,720</u>	<u>350</u>	<u>43,370</u>	<u>32.4%</u>	
Net Income over Expenditure	<u>(4,239)</u>	<u>89,290</u>	<u>145,295</u>	<u>56,005</u>				
less Transfer To EMR	0	5,000						
Movement to/(from) Gen Reserve	<u>(4,239)</u>	<u>84,290</u>						

# **Section 9**

## **Phased Budget**

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**Phased Budget Report – by Centre**

**Phased Budget Report – by Codes**

**Income and Expenditure with Phased Budget  
– Detail (Extract)**

**Income and Expenditure with Phased Budget  
- Summary**

Date: 08/10/2021

## Somewhere Town Council (OM/BK/ALL/JAST)

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## Monthly Budget Profit and Loss for the Year Ended 08/10/2021

by Cost Centre

Current Year

Code	Cost Centre / Account Name	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
<b>100</b>	<b>Administration</b>													
1076	Precept	104,720	0	0	0	0	0	104,720	0	0	0	0	0	209,440
1090	Interest Received	0	0	0	0	0	0	0	0	0	0	0	5	5
	<b>Sales/Income</b>	104,720	0	0	0	0	0	104,720	0	0	0	0	5	209,445
4000	Salaries	3,000	3,000	3,000	3,000	3,000	3,000	6,000	3,000	3,000	3,000	3,000	3,000	39,000
4005	Employers NI	133	133	133	133	133	133	133	133	133	133	133	137	1,600
4010	Employers Pension	167	167	167	167	167	167	167	167	167	167	167	163	2,000
4050	Stationery	50	50	50	50	50	50	50	50	50	50	50	50	600
4055	Postage	17	17	17	17	17	17	17	17	17	17	17	13	200
4100	Rent	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4110	Electricity	0	0	500	0	0	500	0	0	500	0	0	500	2,000
4115	Water	0	0	0	400	0	0	0	0	0	400	0	0	800
4120	Telephone/Internet	125	125	125	125	125	125	125	125	125	125	125	125	1,500
4180	Insurance	0	0	2,000	0	-500	0	0	0	0	0	0	0	1,500
4185	Audit	0	0	400	0	0	0	600	0	0	0	0	0	1,000
4190	Other Professional Fees	0	0	0	0	0	0	0	0	0	0	0	500	500
4195	Conference/ Training	0	0	0	0	500	0	0	0	0	0	0	0	500
4200	Maintenance	250	250	250	250	250	250	250	250	250	250	250	250	3,000
4205	Subscriptions & Membership	0	0	0	0	800	0	0	0	0	0	0	0	800
4210	Medical	125	0	0	125	0	0	125	0	0	125	0	0	600
4215	Computer/IT	142	142	142	142	142	142	142	142	142	142	142	138	1,700
4220	Photocopier	13	13	398	13	13	398	13	13	398	13	13	402	1,700
4300	Grass Cutting	0	0	125	250	375	500	375	250	125	0	0	0	2,000
4315	Grounds Maintenance	0	0	0	0	2,000	0	0	0	0	0	0	0	2,000
4320	Flowers/Plants	0	0	0	0	250	0	0	0	0	0	0	0	250
	<b>Indirect/Overhead Expenditure</b>	4,122	3,997	7,407	4,772	7,222	5,382	8,097	4,247	5,007	4,522	3,997	5,378	64,150
	<b>Profit Before Other Costs &amp; Income</b>	100,598	-3,997	-7,407	-4,772	-7,222	-5,382	95,623	-4,247	-5,007	-4,522	-3,997	-5,373	145,285
	<b>% Profit Before Other Costs &amp; Income</b>	96.06	0.00	0.00	0.00	0.00	0.00	92.27	0.00	0.00	0.00	0.00	-107,460.00	69.37

Date: 08/10/2021

## Somewhere Town Council (OM/BK/ALL/AST)

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Time: 15:38

## Monthly Budget Profit and Loss for the Year Ended 06/10/2021

by Cost Centre

Current Year

Code	Cost Centre / Account Name	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
<b>110</b>	<b>Town Hall</b>													
1000	Town Hall Lettings	667	667	667	667	667	667	667	667	667	667	667	663	8,000
	<b>Sales/Income</b>	667	667	667	667	667	667	667	667	667	667	667	663	8,000
4000	Salaries	692	692	692	692	692	692	1,385	692	692	692	692	695	9,000
4100	Rent	600	600	600	600	600	600	600	600	600	600	600	600	7,200
4105	Rates	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4110	Electricity	0	0	600	0	0	600	0	0	600	0	0	600	2,400
4120	Telephone/Internet	67	67	67	67	67	67	67	67	67	67	67	63	800
4200	Maintenance	125	125	125	125	125	125	125	125	125	125	125	125	1,500
4225	Cleaning	125	125	125	125	125	125	125	125	125	125	125	125	1,500
4315	Grounds Maintenance	0	0	0	0	500	0	0	0	0	0	0	0	500
	<b>Indirect/Overhead Expenditure</b>	1,709	1,709	2,308	1,709	2,209	2,309	2,402	1,709	2,309	1,709	1,708	2,308	24,100
	<b>Profit Before Other Costs &amp; Income</b>	-1,042	-1,042	-1,642	-1,042	-1,542	-1,642	-1,735	-1,042	-1,642	-1,042	-1,042	-1,645	-16,100
	<b>% Profit Before Other Costs &amp; Income</b>	-156.22	-156.22	-246.18	-156.22	-231.18	-246.18	-260.12	-156.22	-246.18	-156.22	-156.22	-248.11	-201.25



Date: 08/10/2021

Somewhere Town Council (OM/BK/ALL/AST)

Time: 15:39

Monthly Budget Profit and Loss for the Year Ended 08/10/2021

by Account

Current Year

Code	Account Name	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
4210	Medical	125	0	0	125	0	0	125	0	0	125	0	0	500
4215	Computer/IT	142	142	142	142	142	142	142	142	142	142	142	138	1,700
4220	Photocopier	13	13	398	13	13	398	13	13	398	13	13	402	1,700
4225	Cleaning	125	125	125	125	125	125	125	125	125	125	125	125	1,500
4300	Grass Cutting	0	0	688	1,375	2,062	2,750	2,062	1,375	688	0	0	0	11,000
4305	Line Marking	0	0	175	75	175	75	0	0	0	0	0	0	500
4310	Tree Work	167	167	167	167	167	667	667	167	167	167	167	163	3,000
4315	Grounds Maintenance	479	479	479	479	979	479	479	479	479	479	479	481	6,250
4320	Flowers/Plants	0	0	0	0	250	0	600	0	0	0	0	0	850
4340	Replacement Equipment	0	0	0	0	45,000	0	0	0	0	0	0	0	45,000
4341	Playground Equipment	0	0	0	10,000	0	0	0	0	0	0	0	0	10,000
4345	Committed Example	167	167	167	167	167	167	167	167	167	167	167	163	2,000
4400	Grave Digging	50	50	50	50	50	50	50	50	50	50	50	50	600
4800	Skate Park	0	0	0	0	0	0	0	0	0	0	0	9,000	9,000
4810	Pavilion Refurbishment	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000
4820	Vehicle Replacement	0	0	0	0	0	0	0	0	0	0	0	5,000	5,000
4825	Notice Boards	0	0	0	0	0	0	0	0	0	0	0	15,000	15,000
4830	MUGA Replacement Fund	0	0	0	0	0	0	0	0	0	0	0	19,085	19,085
	<b>Indirect/Overhead Expenditure</b>	<b>8,040</b>	<b>7,915</b>	<b>12,788</b>	<b>19,890</b>	<b>56,502</b>	<b>12,850</b>	<b>15,495</b>	<b>9,290</b>	<b>10,213</b>	<b>8,440</b>	<b>7,915</b>	<b>63,107</b>	<b>232,445</b>
	<b>Profit Before Other Costs &amp; Income</b>	<b>98,414</b>	<b>-6,181</b>	<b>-11,054</b>	<b>-18,156</b>	<b>-54,768</b>	<b>-11,116</b>	<b>91,959</b>	<b>-7,556</b>	<b>-8,479</b>	<b>-6,706</b>	<b>-6,181</b>	<b>-61,376</b>	<b>-1,200</b>
	<b>% Profit Before Other Costs &amp; Income</b>	<b>92.45</b>	<b>-356.46</b>	<b>-637.49</b>	<b>-1,047.06</b>	<b>-3,158.48</b>	<b>-641.06</b>	<b>85.58</b>	<b>-435.76</b>	<b>-488.89</b>	<b>-386.74</b>	<b>-356.46</b>	<b>-3,545.70</b>	<b>-0.52</b>
	<b>Other Costs &amp; Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Profit After Other Costs &amp; Income</b>	<b>98,414</b>	<b>-6,181</b>	<b>-11,054</b>	<b>-18,156</b>	<b>-54,768</b>	<b>-11,116</b>	<b>91,959</b>	<b>-7,556</b>	<b>-8,479</b>	<b>-6,706</b>	<b>-6,181</b>	<b>-61,376</b>	<b>-1,200</b>
	<b>% Profit After Other Costs &amp; Income</b>	<b>92.45</b>	<b>-356.46</b>	<b>-637.49</b>	<b>-1,047.06</b>	<b>-3,158.48</b>	<b>-641.06</b>	<b>85.58</b>	<b>-435.76</b>	<b>-488.89</b>	<b>-386.74</b>	<b>-356.46</b>	<b>-3,545.70</b>	<b>-0.52</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2021

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>											
1076 Precept	0	0	0	104,720	104,720	0	209,440			50.0%	
1077 CIL Receipts	0	0	0	5,000	0	(5,000)	0			0.0%	5,000
1090 Interest Received	0	0	(0)	1	0	(1)	5			12.4%	
Administration :- Income	0	0	(0)	109,721	104,720	(5,001)	209,445			52.4%	5,000
4000 Salaries	3,250	3,000	(250)	13,000	12,000	(1,000)	39,000		26,000	33.3%	
4005 Employers NI	133	133	0	532	532	0	1,600		1,068	33.3%	
4010 Employers Pension	166	167	1	664	668	4	2,000		1,336	33.2%	
4050 Stationery	0	50	50	163	200	17	600		417	30.6%	
4055 Postage	0	17	17	0	68	68	200		200	0.0%	
4100 Rent	0	100	100	1,200	400	(800)	1,200		0	100.0%	
4110 Electricity	0	0	0	0	500	500	2,000		2,000	0.0%	
4115 Water	0	400	400	0	400	400	800		800	0.0%	
4120 Telephone/Internet	240	125	(115)	494	500	6	1,500		1,006	33.0%	
4180 Insurance	0	0	0	0	2,000	2,000	1,500		1,500	0.0%	
4185 Audit	0	0	0	0	400	400	1,000		1,000	0.0%	
4190 Other Professional Fees	0	0	0	305	0	(305)	500		195	61.0%	
4195 Conference/ Training	0	0	0	50	0	(50)	500	100	350	30.0%	
4200 Maintenance	390	250	(140)	780	1,000	220	3,000	250	1,970	34.3%	
4205 Subscriptions & Membership	0	0	0	0	0	0	600		600	0.0%	
4210 Medical	0	125	125	25	250	225	500		475	5.1%	
4215 Computer/IT	61	142	81	1,390	568	(822)	1,700		310	81.8%	

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/08/2021

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Photocopier	0	13	13	119	437	318	1,700		1,581	7.0%	
4300 Grass Cutting	0	250	250	0	375	375	2,000		2,000	0.0%	
4315 Grounds Maintenance	0	0	0	1,667	0	(1,667)	2,000		333	83.3%	
4320 Flowers/Plants	0	0	0	21	0	(21)	250		229	8.3%	
Administration :- Indirect Expenditure	4,240	4,772	532	20,430	20,296	(132)	64,150	350	43,370	32.4%	0
Net Income over Expenditure	(4,239)	(4,772)	(533)	89,290	84,422	(4,868)	145,285				
6001 plus Transfer To EMR	0			5,000							
6001 less Transfer To EMR	0			5,000							
Movement to/(from) Gen Reserve	(4,239)			84,290							
<b>110 Town Hall</b>											
1000 Town Hall Lettings	641	667	26	18,156	2,668	(15,488)	8,000			226.8%	
Town Hall :- Income	641	667	26	18,156	2,668	(15,488)	8,000			226.9%	0
4000 Salaries	750	692	(58)	3,000	2,768	(232)	9,000	6,000	6,000	33.3%	
4100 Rent	0	600	600	600	2,400	1,800	7,200	6,600	6,600	8.3%	
4105 Rates	0	100	100	300	400	100	1,200	900	900	25.0%	
4110 Electricity	0	0	0	0	600	600	2,400	2,400	2,400	0.0%	
4120 Telephone/Internet	0	67	67	0	268	268	800	800	800	0.0%	
4200 Maintenance	0	125	125	0	500	500	1,500	1,500	1,500	0.0%	
4225 Cleaning	286	125	(161)	286	500	214	1,500	1,214	1,214	19.1%	
4315 Grounds Maintenance	0	0	0	300	0	(300)	600	200	200	60.0%	
Town Hall :- Indirect Expenditure	1,036	1,709	673	4,486	7,436	2,950	24,100	0	19,614	18.6%	0
Net Income over Expenditure	(395)	(1,042)	(647)	13,670	(4,768)	(18,438)	(16,100)				

Continued over page

## Summary Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 4

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
100 Administration										
Income	0	0	(0)	109,721	104,720	(5,001)	209,445			52.4%
Expenditure	4,240	4,772	532	20,430	20,298	(132)	64,150	350	43,370	32.4%
Net Income over Expenditure	(4,239)	(4,772)	(533)	89,290	84,422	(4,868)	145,295			
less Transfer To EMR	0			5,000						
Movement to/(from) Gen Reserve	(4,239)			84,290						
110 Town Hall										
Income	641	667	26	18,156	2,668	(15,488)	8,000			226.9%
Expenditure	1,036	1,709	673	4,466	7,436	2,950	24,100		19,614	18.6%
Movement to/(from) Gen Reserve	(395)			13,670						
200 Sports Centre										
Income	0	167	167	139	668	529	2,000			7.0%
Expenditure	0	208	208	30	832	802	2,500		2,470	1.2%
Net Income over Expenditure	0	(41)	(41)	109	(164)	(273)	(500)			
less Transfer To EMR	0			0						
Movement to/(from) Gen Reserve	0			109						
205 MUGA										
Income	0	208	208	20	832	812	2,500			0.8%
Expenditure	0	208	208	0	832	832	2,500		2,500	0.0%
Movement to/(from) Gen Reserve	0			20						
210 Recreations Areas										
Income	0	25	25	0	100	100	300			0.0%
Expenditure	0	11,701	11,701	0	14,879	14,879	70,450	63	70,388	0.1%
Net Income over Expenditure	0	(11,676)	(11,676)	0	(14,779)	(14,779)	(70,150)			
plus Transfer From EMR	0			0						
Movement to/(from) Gen Reserve	0			0						
220 Allotments										
Income	0	0	0	25	0	(25)	200			12.5%
Expenditure	146	192	46	455	693	438	2,950		2,495	15.4%
Net Income over Expenditure	(146)	(192)	(46)	(430)	(693)	(463)	(2,750)			

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Month No: 4

## Somewhere Town Council (OM/BK/ALL/AST)

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## Summary Income &amp; Expenditure by Budget Heading 31/08/2021

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
plus Transfer From EMR	146			146						
Movement to/(from) Gen Reserve	0			(283)						
230 Allotments 2										
Income	0	0	0	25	0	(25)	800			3.1%
Expenditure	0	192	192	0	768	768	2,800		2,800	0.0%
Movement to/(from) Gen Reserve	0			25						
240 Cemetery										
Income	0	667	667	580	2,668	2,068	8,000			7.3%
Expenditure	0	908	908	370	2,695	2,325	8,900		8,530	3.7%
Movement to/(from) Gen Reserve	0			210						
800 Projects										
Expenditure	1,000	0	(1,000)	1,000	0	(1,000)	53,095		52,085	1.8%
plus Transfer From EMR	1,000			1,000						
Movement to/(from) Gen Reserve	0			0						
<b>Grand Totals:- Income</b>	<b>641</b>	<b>1,734</b>	<b>1,093</b>	<b>128,685</b>	<b>111,656</b>	<b>(17,009)</b>	<b>231,245</b>			<b>55.6%</b>
<b>Expenditure</b>	<b>6,422</b>	<b>19,890</b>	<b>13,468</b>	<b>26,770</b>	<b>48,633</b>	<b>21,863</b>	<b>232,445</b>	<b>413</b>	<b>205,262</b>	<b>11.7%</b>
<b>Net Income over Expenditure</b>	<b>(5,780)</b>	<b>(18,156)</b>	<b>(12,375)</b>	<b>101,895</b>	<b>63,023</b>	<b>(38,872)</b>	<b>(1,200)</b>			
plus Transfer From EMR	1,146			1,146						
less Transfer To EMR	0			6,000						
Movement to/(from) Gen Reserve	(4,634)			98,041						

## FACILITIES BOOKINGS MANAGEMENT

Facilities Bookings Management Solution is ideal for Councils that have facilities that are available for bookings for public use. It also links to the Omega Invoicing module and Google online calendar.

**Assists with planning and the use of the Council's Facilities**

### KEY FEATURES

- An individual set up for each Council
- Single or Multiple Facilities for Bookings
- Further split of the Facilities into Resources
- Easy to operate and make bookings
- VAT inclusive or exclusive prices
- Block Bookings
- Multi-Room Combinations Bookings
- Resources within Facility can be viewed together
- Ability to Invoice and record Deposits
- Can be Standalone or Linked to Omega Sales Ledger

### REPORTS OPTIONS

**The Solution can generate a comprehensive range of reports:**

- Configurable Booking Confirmation
- Configurable Caretaker Confirmation
- Activity List and Performance Reports
- Historical Bookings Reports
- Bookings:
  - By Category
  - By Status – Confirmed, Provisional, Cancelled
  - By Charge status – Un-Invoiced, Invoiced, Paid in Full, No Charge

# Rialtas Support and Training

Rialtas Support Team provides all of our customers with an outstanding support service. Their expertise combines knowledge of Rialtas Solutions, finance, IT, Allotments and Cemetery management, Booking management and Planning.

Rialtas Support is open 9.00-17.00,  
Monday to Friday.

They can be contacted by phone, by  
email or via Support portal.

All of our customers have access to  
our **Support Portal**, which contains:

- FAQ and answers
- Webinar recordings
- User Manuals
- Articles
- Training Videos
- The history of your previous questions

## Rialtas Training Academy

### Scheduled Training

- provides Free of Charge access to our regular Scheduled Online Training
- These sessions can be attended by all Councils who are on or sign up for a 3 Year Support and Maintenance Contract
- Various Topics

### Free Webinars

- Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more

### Pay as you go Training

For customers, who are looking for a more tailored group or one-to-one training, we have:

- Online Group Training – smaller groups made up of different councils covering specific topics
- Bespoke 1 to 1 training – where they want to specifically work on topics/questions relevant to their Council only

## Rialtas also provides additional services:

- Data Entry and Finance Consultancy
- Year-End Close Down
- Databank – monthly checks of the accounts and a Backup off site

For more information, email to:

[sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

# **Facilities Bookings Management**

## **Sample Reports**

### **CONTENTS**

**Section 1 – Booking Diary and Confirmation**

**Section 2 – Reports**

**Section 3 – Invoicing and Sales Ledger**

# **Facilities Bookings Management**

## **Section 1**

### **Bookings Diary and Confirmation**

#### **CONTENTS**

Diary Screen

Booking Wizard

Booking Confirmation

Caretaker's Notification Report

Bookings Diary - Tennis Site (Event No: 1100)

- Account Inventory
- Bookings
  - Day
  - And Bookings
  - Archive Bookings
  - Deposits
  - Reports
    - List Bookings
    - Bookings by Company
    - Deleted Bookings
    - Course/Target
    - Activity Log
    - List Damage Reports
    - List Holding Deposits
    - List Non-Advance Payments
    - Performance
    - Overview
    - Analysis Reporting
  - Configuration
  - Companies
  - Customers (Sales Ledger/Bookings)
  - Omega
  - Suppliers (Purchase Ledger/Assets)
  - Manage

Community Centre Bookings Diary

Time	Friday, July 20	Saturday, July 21	Sunday, July 22	Monday, July 23	Tuesday, July 24
08:00					
09:00	[1173-1197] Carol Jones Street Team 0191 911111		[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111
10:00			[1173-1197] Carol Jones Street Team 0191 911111		
11:00	[1173-1197] Carol Jones Street Team 0191 911111				
12:00					
13:00					
14:00	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111
15:00	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111	[1173-1197] Carol Jones Street Team 0191 911111
16:00					
17:00	[1173-1197] Carol Jones Street Team 0191 911111				
18:00					
19:00					
20:00	[1173-1197] Carol Jones Street Team 0191 911111				

Calendar view on the right shows months from April to September.

- Accounting
- Asset Inventory
- Bookings
  - Diary
  - Find Bookings
  - Archive Bookings
  - Deposits
  - Expenses
  - Configure
    - Booking Categories
    - Notes and Special Requirements
    - Special Taxes
    - Confirmation Layout
    - Diary Colours
    - Analysis Reporting
    - Online Sync Settings
    - Misc Settings
- Composites
- Customers (Sales Ledger/Bookings)
- Orders
- Suppliers (Purchase Ledger/Assets)
- Manage

Community Centre Bookings Diary

Time	Monday, August 23	Tuesday, August 24	Wednesday, August 25	Thursday, August 26	Friday, August 27
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					

### Booking Wizard - New Booking

Customer: [Blank]  
Booking Details: [Blank]  
Summary and Totals: [Blank]  
Payment Received: [Blank]  
Special Requirements: [Blank]  
Comments: [Blank]

**Book Dates**

From:  To:  Duration: 4 hrs 0 mins

Date:  Repeat:

Category:  Status:

Charger (per slot): [Blank]

Chargeable Code:  Per slot:

Quantity:  Discount:  Net:  Gross:

Notes (specific to these dates): [Blank]

Set Up Details: [Blank]  
Office notes: [Blank]  
Booking Report: [Blank]

Buttons: Back, Next, Cancel

Bookings Diary - Bookings Diary

Bookings Diary - Bookings Diary

Bookings Diary - Bookings Diary

Bookings Diary - Bookings Diary

Bookings Diary - Bookings Diary

Bookings Diary - Bookings Diary

Calendar view showing months from April to September.

April: 1-30

May: 1-31

June: 1-30

July: 1-31

August: 1-31

September: 1-30

Sign a new team contract!  
Company Details  
Sales Company  
2021 - 2022  
Working Date: 30/09/2021  
User: JRC



C/O Wendy Jones  
7 Sweet Street  
Town  
SN4 9NY

Somewhere Town Council  
Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire  
SN4 9NB

Date Printed: 08/12/2021

**BOOKING CONFIRMATION  
CONFIRMED**

<b>Booking</b>	<b>Date</b>	<b>Resource Booked</b>	<b>From</b>	<b>To</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
1217	30/08/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1218	06/09/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1219	13/09/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1220	20/09/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1221	27/09/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1222	04/10/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1223	11/10/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1224	18/10/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1225	25/10/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1226	01/11/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1227	08/11/2021	Board Room	15:00	18:00	45.00	0.00	45.00
1228	15/11/2021	Board Room	15:00	18:00	45.00	0.00	45.00
				<b>TOTAL</b>	<b>540.00</b>	<b>0.00</b>	<b>540.00</b>



CARETAKER'S REPORT

Somewhere Town Council  
Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire  
SN4 9NB  
01793 731296  
support@rialtas.co.uk

C/O Wendy Jones  
7 Sweet Street  
Town  
SN4 9NY

Booking Id	Date	Resource Booked	From	To	Cost
<u>Confirmed</u>					
1217	Mon 30/08/2021	Board Room	15:00	18:00	45.00
1218	Mon 06/09/2021	Board Room	15:00	18:00	45.00
1219	Mon 13/09/2021	Board Room	15:00	18:00	45.00
1220	Mon 20/09/2021	Board Room	15:00	18:00	45.00
1221	Mon 27/09/2021	Board Room	15:00	18:00	45.00
1222	Mon 04/10/2021	Board Room	15:00	18:00	45.00
1223	Mon 11/10/2021	Board Room	15:00	18:00	45.00
1224	Mon 18/10/2021	Board Room	15:00	18:00	45.00
1225	Mon 25/10/2021	Board Room	15:00	18:00	45.00
1226	Mon 01/11/2021	Board Room	15:00	18:00	45.00
1227	Mon 08/11/2021	Board Room	15:00	18:00	45.00
1228	Mon 15/11/2021	Board Room	15:00	18:00	45.00
TOTAL					540.00

Setup details

Please ensure all equipment has been removed from the room and the floor has been cleaned prior to start of session

# **Facilities Bookings Management**

## **Section 2**

### **Reports**

#### **CONTENTS**

**Caretaking Report**

**Activity List**

**Damage Deposits Held**

**Holding Deposits**

**Non-Invoice Payments**

**Bookings Listing:**

- **By Date Range**
- **By Customer**

**Provisional Bookings**

**List by Category:**

- **Detailed**
- **Summary**

**Un-Invoiced Bookings**

**Non-Chargeable Bookings**

**Deleted Bookings Log**

**Weekly Overview**

**Performance Report**

Date : 10/12/2021

**CARETAKING REPORT - 01/08/2021 TO 08/08/2021**

Page 1 of 3

Time : 11:55

User : MC

<u>Booking Id</u>	<u>Resource Booked</u>	<u>Customer</u>	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Special Requirements</u>
<b>Community Centre</b>						
611	Board Room	Sean Taylor	01/08/2021	09:00	09:30	Caretaker/Office Information: 20 Yoga Mats
354	Main Hall	TINY TOTS PLAY GROUP	02/08/2021	09:00	13:00	
1134	Small Hall	Mandy Dingle	02/08/2021	09:00	15:00	Caretaker/Office Information: 15 Small tables with chairs - Tea Urn, Cups and Saucers
1135	Kitchen			09:00	15:00	
1141	Board Room	Sarah Dobbs	02/08/2021	10:00	11:00	
925	Board Room	Mary Hobbs	02/08/2021	13:00	14:00	
355	Main Hall	TINY TOTS PLAY GROUP	03/08/2021	09:00	13:00	
1151	Board Room	Wendy Peters	03/08/2021	12:00	13:00	Caretaker/Office Information: Dance mats and urn in kitchen
1152	Kitchen			12:00	13:00	
1094	Board Room	Wendy Peters	03/08/2021	14:00	16:00	Damage Deposit: £50 to be returned on inspection of hall next day
1095	Projector/Screen hire			14:00	16:00	
1096	Kitchen			14:00	16:00	
356	Main Hall	TINY TOTS PLAY GROUP	04/08/2021	09:00	13:00	
1182	Board Room	Mary Maya	04/08/2021	10:00	11:00	Caretaker/Office Information: Childs exercise class with yoga mats Please make sure the heating is turned off prior to hire
357	Main Hall	TINY TOTS PLAY GROUP	05/08/2021	09:00	13:00	
926	Board Room	Maria Crocker	05/08/2021	09:45	11:00	
358	Main Hall	TINY TOTS PLAY GROUP	06/08/2021	09:00	13:00	
1175	Small Hall	Mary Hobbs	06/08/2021	09:00	10:00	Caretaker/Office Information: Childrens yoga clasds
1097	Board Room	Wendy Peters	06/08/2021	14:00	16:00	Damage Deposit: £50 to be returned on inspection of hall next day

Date : 10/12/2021

**CARETAKING REPORT - 01/08/2021 TO 08/08/2021**

Page 2 of 3

Time : 11:55

User : MC

<u>Booking Id</u>	<u>Resource Booked</u>	<u>Customer</u>	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Special Requirements</u>
1098	Projector/Screen hire			14:00	16:00	
1099	Kitchen			14:00	16:00	
931	Small Hall	Pat Fowler	07/08/2021	10:00	12:00	Damage Deposit: £50 to be returned on inspection of hall next day
1153	Board Room	Wendy Peters	07/08/2021	12:00	13:00	Caretaker/Office Information: Dance mats and urn in kitchen
1154	Kitchen			12:00	13:00	
932	Small Hall	Mandy Dingle	07/08/2021	13:00	14:00	Caretaker/Office Information: Yoga class - 16 Yoga mats required
938	Small Hall	Peter Clayton	07/08/2021	15:00	17:00	Caretaker/Office Information: Conference with flipchart and kitchen
939	Projector/Screen hire			15:00	17:00	
940	Kitchen			15:00	17:00	
612	Board Room	Sean Taylor	08/08/2021	09:00	09:30	Caretaker/Office Information: 20 Yoga Mats

Date : 10/12/2021

**CARETAKING REPORT - 01/08/2021 TO 08/08/2021**

Page 3 of 3

Time : 11:55

User : MC

<u>Booking Id</u>	<u>Resource Booked</u>	<u>Customer</u>	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Special Requirements</u>
<b>Town Hall</b>						
552	Meeting Room	Breakfast Club	01/08/2021	08:00	09:00	
643	Council Chamber	Peter Clayton	01/08/2021	12:00	13:00	
747	Council Chamber	Senior Club	02/08/2021	16:00	18:00	
1112	Town Hall Suite	Caroi Jones	07/08/2021	09:00	10:00	Caretaker/Office Information: Yoga class
1122	Meeting Room	Sarah Dobbs	07/08/2021	10:00	11:00	Caretaker/Office Information: Dance mats and music box required
						Heating to be turned off prior to hire
1123	Kitchen			10:00	11:00	
553	Meeting Room	Breakfast Club	08/08/2021	08:00	09:00	
644	Council Chamber	Peter Clayton	08/08/2021	12:00	13:00	

Date : 10/12/2021

ACTIVITY LIST 01/08/2021 TO 08/08/2021

Page 1 of 3

Time : 11:58

User : MC

Community Centre

SUN 01/08/2021	Resource Booked	Contact	Special Requirements
09:00	09:30 Board Room	Sean Taylor	Caretaker/Office Information: 20 Yoga Mats
MON 02/08/2021	Resource Booked	Contact	Special Requirements
09:00	15:00 Kitchen	Mandy Dingle	Caretaker/Office Information: 15 Small tables with chairs - Tea Urn, Cups and Saucers
09:00	15:00 Small Hall	Mandy Dingle	
09:00	13:00 Main Hall	TINY TOTS PLAY GROUP	
10:00	11:00 Board Room	Sarah Dobbs	
13:00	14:00 Board Room	Mary Hobbs	
TUE 03/08/2021	Resource Booked	Contact	Special Requirements
09:00	13:00 Main Hall	TINY TOTS PLAY GROUP	
12:00	13:00 Board Room	Wendy Peters	Caretaker/Office Information: Dance mats and urn in kitchen
12:00	13:00 Kitchen	Wendy Peters	
14:00	16:00 Board Room	Wendy Peters	Damage Deposit: £50 to be returned on inspection of hall next day
14:00	16:00 Kitchen	Wendy Peters	
14:00	18:00 Projector/Screen hire	Wendy Peters	
WED 04/08/2021	Resource Booked	Contact	Special Requirements
09:00	13:00 Main Hall	TINY TOTS PLAY GROUP	
10:00	11:00 Board Room	Mary Maya	Caretaker/Office Information: Childs exercise class with yoga mats Please make sure the heating is turned off prior to hire
THU 05/08/2021	Resource Booked	Contact	Special Requirements
09:00	13:00 Main Hall	TINY TOTS PLAY GROUP	
09:45	11:00 Board Room	Marie Crocker	
FRI 06/08/2021	Resource Booked	Contact	Special Requirements
09:00	10:00 Small Hall	Mary Hobbs	Caretaker/Office Information: Childrens yoga classs
09:00	13:00 Main Hall	TINY TOTS PLAY GROUP	
14:00	16:00 Board Room	Wendy Peters	Damage Deposit: £50 to be returned on inspection of hall next day

Date : 10/12/2021

ACTIVITY LIST 01/08/2021 TO 08/08/2021

Page 2 of 3

Time : 11:58

User : MC

14:00	16:00	Kitchen	Wendy Peters	
14:00	16:00	Projector/Screen hire	Wendy Peters	
SAT 07/08/2021		Resource Booked	Contact	Special Requirements
10:00	12:00	Small Hall	Pat Fowler	Damage Deposit: £50 to be returned on inspection of hall next day
12:00	13:00	Board Room	Wendy Peters	Caretaker/Office Information: Dance mats and um in kitchen
12:00	13:00	Kitchen	Wendy Peters	
13:00	14:00	Small Hall	Mandy Dingle	Caretaker/Office Information: Yoga class - 18 Yoga mats required
15:00	17:00	Kitchen	Peter Clayton	Caretaker/Office Information: Conference with flipchart and kitchen
15:00	17:00	Projector/Screen hire	Peter Clayton	
15:00	17:00	Small Hall	Peter Clayton	
SUN 08/08/2021		Resource Booked	Contact	Special Requirements
09:00	09:30	Board Room	Sean Taylor	Caretaker/Office Information: 20 Yoga Mats

Date : 10/12/2021

ACTIVITY LIST 01/08/2021 TO 08/08/2021

Page 3 of 3

Time : 11:58

User : MC

Town Hall

SUN-01/08/2021	Resource Booked	Contact	Special Requirements
08:00	09:00	Meeting Room	Breakfast Club
12:00	13:00	Council Chamber	Peter Clayton
MON-02/08/2021	Resource Booked	Contact	Special Requirements
18:00	18:00	Council Chamber	Senior Club
TUE-03/08/2021	Resource Booked	Contact	Special Requirements
09:00	10:00	Town Hall Suite	Carol Jones Caretaker/Office Information: Yoga class
10:00	11:00	Kitchen	Sarah Dobbs Caretaker/Office Information: Dance mats and music box required  Heating to be turned off prior to hire
10:00	11:00	Meeting Room	Sarah Dobbs
SUN-08/08/2021	Resource Booked	Contact	Special Requirements
08:00	09:00	Meeting Room	Breakfast Club
12:00	13:00	Council Chamber	Peter Clayton

Facility: Community Centre

<u>Booking</u>	<u>First Date</u>	<u>Last Date</u>	<u>Customer</u>	<u>Received</u>	<u>Deducted</u>	<u>Balance</u>
44	02/08/2021	06/08/2021	TINY TOTS PLAY GROUP	100.00	0.00	100.00
391	03/08/2021	07/08/2021	Wendy Peters	100.00	0.00	100.00
323	07/08/2021	07/08/2021	Pat Fowler	50.00	0.00	50.00

Total damage deposits outstanding **£250.00**

Facility: **Community Centre**

<u>Booking</u>	<u>First Date</u>	<u>Last Date</u>	<u>Customer</u>	<u>Received</u>	<u>Deducted</u>	<u>Balance</u>
391	03/08/2021	07/09/2021	Wendy Peters	30.00		30.00
286	09/08/2021	20/12/2021	Newtown Junior Football Team	120.00		120.00

Facility: **Town Hall**

<u>Booking</u>	<u>First Date</u>	<u>Last Date</u>	<u>Customer</u>	<u>Received</u>	<u>Deducted</u>	<u>Balance</u>
----------------	-------------------	------------------	-----------------	-----------------	-----------------	----------------

Total gross deposits outstanding **£150.00**

**Facility: Community Centre**

**Resource: Board Room**

Booking	Start Date	Customer	Receipt Ref	Total Cost	Paid On
1217	30/08/2021	C/O Wendy Jones	7444	45.00	10/12/2021
1216	30/08/2021	Packer - Mr Jim	744445	60.00	10/12/2021

**Resource: Kitchen**

Booking	Start Date	Customer	Receipt Ref	Total Cost	Paid On
1140	06/09/2021	Mandy Dingle	74446	72.00	10/12/2021

Facility: Community Centre

Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
1226	01/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
992	02/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
625	07/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
1227	08/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
993	09/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
626	14/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
1228	15/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
994	16/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
627	21/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
995	23/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
628	28/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
996	30/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
629	05/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
997	07/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
630	12/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
998	14/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00

<b>Total for Board Room</b>	<b>426.00</b>
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<b>Total for Community Centre</b>	<b>426.00</b>
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**Footnote**

~~Provisional Bookings~~ Displayed with a grey background

~~Cancelled Bookings~~ Use strikeout for the date and time

<b>Total</b>	<b>426.00</b>
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## Facility: Community Centre

## Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
992	02/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
993	09/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
994	16/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
995	23/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
996	30/11/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
997	07/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
998	14/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
625	07/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
626	14/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
627	21/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
628	28/11/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
629	05/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
630	12/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
1226	01/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
1227	08/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
1228	15/11/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
<b>Total for Board Room</b>							<b>426.00</b>
<b>Total for Community Centre</b>							<b>426.00</b>
<b>Total</b>							<b>426.00</b>

## Footnote

Provisional Bookings Displayed with a grey background

Cancelled Bookings Use strikeout for the date and time

## Facility: Community Centre

## Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
667	24/05/2021	09:00	10:00	MC	28/06/2021	Town Council	0.00
943	01/06/2021	14:00	15:00	MC	09/08/2021	Pat Fowler	15.00
778	07/06/2021	16:00	17:15	MC	08/07/2021	Sean Taylor	7.50
1109	30/07/2021	09:00	10:00	MC	29/09/2021	Carol Jones	0.00
1148	30/07/2021	17:00	18:00	MC	01/11/2021	Margaret Cooper	15.00
<b>Total for Board Room</b>							<b>37.50</b>

## Resource: Kitchen

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
244	01/06/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	12.00
504	28/06/2021	19:00	22:30	RJC	10/06/2021	Mrs L Lockwood - Book Club	14.40
924	26/07/2021	13:00	14:00	MC	02/08/2021	Mary Hobbs	25.00
<b>Total for Kitchen</b>							<b>51.40</b>

## Resource: Main Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
744	07/04/2021	08:45	13:45	MC	01/07/2021	Mrs L Lockwood - Book Club	14.00
810	30/05/2021	13:00	15:15	MC	08/07/2021	Sean Taylor	33.75
963	26/07/2021	16:00	18:00	CB	18/08/2021	Local Government Resource Centre	36.00
881	30/08/2021	14:00	15:30	CB	12/07/2021	Lets Dance - Salsa Group	0.00
883	13/09/2021	14:00	15:30	CB	12/07/2021	Lets Dance - Salsa Group	0.00
885	27/09/2021	14:00	15:30	CB	12/07/2021	Lets Dance - Salsa Group	0.00
964	27/09/2021	16:00	18:00	CB	18/08/2021	Local Government Resource Centre	36.00
887	11/10/2021	14:00	15:30	CB	12/07/2021	Lets Dance - Salsa Group	0.00
889	25/10/2021	14:00	15:30	CB	12/07/2021	Lets Dance - Salsa Group	0.00
965	22/11/2021	16:00	18:00	CB	18/08/2021	Local Government Resource Centre	36.00
<b>Total for Main Hall</b>							<b>155.75</b>

## Resource: Small Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
743	07/04/2021	08:00	09:30	MC	01/07/2021	Peter Clayton	10.00
812	30/05/2021	10:00	12:00	MC	08/07/2021	Sean Taylor	10.00
941	16/06/2021	16:00	18:00	MC	09/08/2021	Pat Fowler	10.00
942	16/06/2021	16:00	18:00	MC	09/08/2021	Pat Fowler	15.00
882	30/08/2021	15:30	17:00	CB	12/07/2021	Lets Dance - Salsa Group	0.00
1147	01/09/2021	11:00	11:30	RJC	26/10/2021	Ray Campbell	0.00
1143	08/09/2021	09:00	11:00	RJC	26/10/2021	Mary Hobbs	36.00
884	13/09/2021	15:30	17:00	CB	12/07/2021	Lets Dance - Salsa Group	0.00

Date : 10/12/2021

Somewhere Town Council

Time : 12:17

PROVISIONAL BOOKINGS 01/04/2021 - 31/03/2022

Page 2

User : MC

Facility: Community Centre

1144	15/09/2021	09:00	11:00	RJC	26/10/2021	Mary Hobbs	36.00
1145	22/09/2021	09:00	11:00	RJC	26/10/2021	Mary Hobbs	36.00
886	27/09/2021	15:30	17:00	CB	12/07/2021	Lets Dance - Salsa Group	0.00
1146	29/09/2021	09:00	11:00	RJC	26/10/2021	Mary Hobbs	36.00
888	11/10/2021	15:30	17:00	CB	12/07/2021	Lets Dance - Salsa Group	0.00
890	25/10/2021	15:30	17:00	CB	12/07/2021	Lets Dance - Salsa Group	0.00

**Total for Small Hall** 189.00

**Total for Community Centre** 433.65

**Total** 433.65

**Block Hire**

Facility: Community Centre

Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
629	05/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
997	07/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
630	12/12/2021	09:00	09:30	MC	18/06/2021	Sean Taylor	13.50
998	14/12/2021	10:00	12:00	MC	31/08/2021	Maria Crocker	30.00
<b>Block Hire total for Board Room</b>							<b>87.00</b>

Resource: Main Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
441	01/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
442	02/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
443	03/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
444	06/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
445	07/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
446	08/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
447	09/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
448	10/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
449	13/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
450	14/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
451	15/12/2021	09:00	13:00	RJC	10/06/2021	TINY TOTS PLAY GROUP	40.00
<b>Block Hire total for Main Hall</b>							<b>440.00</b>

Resource: Small Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
878	06/12/2021	09:00	12:00	CB	12/07/2021	Newtown Junior Football Team	43.20
879	13/12/2021	09:00	12:00	CB	12/07/2021	Newtown Junior Football Team	43.20
<b>Block Hire total for Small Hall</b>							<b>86.40</b>

**Block Hire total for Community Centre** **613.40****Footnote****Total** **613.40**

Provisional Bookings Displayed with a grey background

~~Cancelled Bookings~~: Use strikeout for the date and time

---

**SUMMARY OF BOOKINGS BY CATEGORY FROM 01/04/2021 TO 15/12/2021**

---

<u>Category</u>	<u>Total Hours</u>	<u>Total Value</u>
Uncategorised	<b>229.75</b>	<b>3,536.50</b>
Uncategorised	<b>10.00</b>	<b>140.00</b>
Block Hire	<b>1,272.00</b>	<b>15,145.50</b>
Casual	<b>220.25</b>	<b>3,016.25</b>
Charity	<b>14.25</b>	<b>168.00</b>
Childs Class	<b>44.00</b>	<b>532.40</b>
Conference	<b>72.25</b>	<b>1,077.90</b>
Council Use	<b>15.00</b>	
NHS	<b>113.00</b>	<b>780.00</b>
Sports	<b>3.00</b>	<b>128.80</b>
Wedding	<b>19.00</b>	<b>258.00</b>
	<hr/> <b>2,012.50</b>	<hr/> <b>24,783.35</b>

## Facility: Community Centre

## Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
1186	01/09/2021	10:00	11:00	MC	08/11/2021	Mary Maya	10.00
1218	06/09/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
1169	07/09/2021	12:00	13:00	MC	01/11/2021	Wendy Peters	10.00
1219	13/09/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
1220	20/09/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
1221	27/09/2021	15:00	18:00	MC	08/12/2021	C/O Wendy Jones	45.00
<b>Total for Board Room</b>							<b>200.00</b>

## Resource: Kitchen

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
1170	07/09/2021	12:00	13:00	MC	01/11/2021	Wendy Peters	12.00
<b>Total for Kitchen</b>							<b>12.00</b>

## Resource: Small Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
1179	03/09/2021	09:00	10:00	MC	04/11/2021	Mary Hobbs	14.40
1193	04/09/2021	11:00	12:00	MC	10/11/2021	Mandy Miles	14.40
936	04/09/2021	13:00	14:00	MC	06/08/2021	Mandy Dingle	14.40
937	11/09/2021	13:00	14:00	MC	06/08/2021	Mandy Dingle	14.40
<b>Total for Small Hall</b>							<b>57.60</b>

**Total for Community Centre** 269.60

**Total** 269.60

## Facility: Community Centre

## Resource: Main Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
970	03/06/2021	15:00	17:00	MC	31/08/2021	Mary Jones	0.00
<b>Total for Main Hall</b>							<b>0.00</b>

## Resource: Projector/Screen hire

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
939	07/08/2021	15:00	17:00	MC	06/08/2021	Peter Clayton	0.00
<b>Total for Projector/Screen hire</b>							<b>0.00</b>

## Resource: Small Hall

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
944	01/06/2021	14:00	15:00	MC	09/08/2021	Pat Fowler	0.00
<b>Total for Small Hall</b>							<b>0.00</b>
<b>Total for Community Centre</b>							<b>0.00</b>
<b>Total</b>							<b>0.00</b>

## Facility: Community Centre

## Resource: Board Room

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
947	01/06/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
682	06/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	20.00
948	08/06/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
949	08/06/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
683	13/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	20.00
950	15/06/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
684	20/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	20.00
951	22/06/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
952	22/06/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
685	27/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	20.00
953	29/06/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
954	29/06/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
686	04/07/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	20.00
955	06/07/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
956	06/07/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
958	13/07/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
959	20/07/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
960	20/07/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00
961	27/07/2021	09:00	17:00	CB	18/08/2021	ROTARY CLUB	120.00
962	27/07/2021	17:00	23:00	CB	18/08/2021	ROTARY CLUB	300.00

**Total for Board Room** 3,520.00

## Resource: Kitchen

Booking	Date	Starts	Ends	Taken By	On	Customer	Total Cost
688	06/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	24.00
689	13/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	24.00
690	20/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	24.00
691	27/06/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	24.00
692	04/07/2021	13:00	15:00	MC	30/06/2021	NHS Cheltenham	24.00

**Total for Kitchen** 120.00

**Total for Community Centre** 3,640.00

## Footnote

Provisional Bookings Displayed with a grey background

Cancelled Bookings Use strikeout for the date and time

**Total** 3,640.00

Date : 15/12/2021

Time : 11:10

User : IRY

**Overview Report for Community Centre  
Week Beginning Monday 04/10/2021**

	<b>Monday (04/10)</b> <i>[09:00 - 18:00]</i>	<b>Tuesday (05/10)</b> <i>[09:00 - 13:00]</i>	<b>Wednesday (06/10)</b> <i>[09:00 - 13:00]</i>	<b>Thursday (07/10)</b> <i>[09:00 - 13:00]</i>	<b>Friday (08/10)</b> <i>[09:00 - 15:00]</i>	<b>Saturday (09/10)</b> <i>[no bookings]</i>	<b>Sunday (10/10)</b> <i>[09:00 - 09:30]</i>
<b>Board Room</b>	<p>C/O Wendy Jones 18:00-18:00</p> <p><b>Caretaker/Office Information:</b> Please ensure all equipment has been removed from the room and the floor has been cleaned prior to start of session Yoga for tots</p>	<p>Marla Crocker 10:00-12:00</p>			<p>Holmes - Mr Bertie 09:00-13:00</p>		<p>Sean Taylor 09:00-09:30</p> <p><b>Caretaker/Office Information:</b> 20 Yoga Mats Yoga</p>
<b>Kitchen</b>					<p>Cox - Brian 09:00-10:45</p>		
<b>Main Hall</b>	TINY TOTS PLAY GROUP 09:00-13:00	TINY TOTS PLAY GROUP 09:00-13:00	TINY TOTS PLAY GROUP 09:00-13:00	TINY TOTS PLAY GROUP 09:00-13:00	TINY TOTS PLAY GROUP 09:00-13:00		
<b>Projection/Screen Hire</b>							
<b>Small Hall</b>	<p>Newtown Junior Football Team 09:00-12:00</p> <p><b>Caretaker/Office Information:</b> Table and 30 chairs</p> <p><b>Office notes:</b> Not finish on time due to subsequent booking</p>				<p>Smith - Mrs Mary 09:00-15:00</p>		

---

<u>Facility</u>	<u>Resource</u>	<u>Hours Booked</u>	<u>Hours Available</u>	<u>% Used</u>
Community Centre	Board Room	188.25	3,626.00	5.19
Community Centre	Kitchen	109.50	3,626.00	3.02
Community Centre	Main Hall	800.25	3,626.00	22.07
Community Centre	Projector/Screen hire	26.25	3,626.00	0.72
Community Centre	Small Hall	252.50	3,626.00	6.96
Tennis Courts	Tennis Court 1	14.25	3,626.00	0.39
Tennis Courts	Tennis Court 2	21.00	3,626.00	0.58
Tennis Courts	Tennis Court 3	73.25	3,626.00	2.02
Town Hall	Council Chamber	81.75	3,626.00	2.25
Town Hall	Kitchen	79.00	3,626.00	2.18
Town Hall	Meeting Room	121.75	3,626.00	3.36
Town Hall	Town Hall Suite	244.75	3,626.00	6.75

# **Facilities Bookings Management**

## **Section 3**

### **Invoicing and Sales Ledger**

#### **CONTENTS**

**Creating Invoice**

**Sales Ledger Daybook**

**Sales Ledger Receipt**

**Customer Statement**

**Outstanding Balances**

**List of Unpaid Invoices by Customer**



**INVOICE**

**Somewhere Town Council**

Town Hall  
Market Place  
Sometown  
Swindon  
Wiltshire  
SN4 9NB

**Invoice To**

Holmes - Mr Bertie  
1 The Lane  
Sometown  
SN4 9NB

**Telephone:** 01793 731296

**Email:** support@rialtas.co.uk

**Invoice No:** 1169

**Invoice Date:** 30/09/2021

**Customer A/c No:** CEMHOLB001

**Customer Ord No:**

Item Description	Dis	Qty	Qty Unit	Unit Price	Total Price	VAT	Amount
Board Room Fri 08/10/21 from 09:00 to 13:00	0	4.00	Hour	15.00	60.00		0.00
Board Room Fri 15/10/21 from 09:00 to 13:00	0	4.00	Hour	15.00	60.00		0.00
Board Room Fri 22/10/21 from 09:00 to 13:00	0	4.00	Hour	15.00	60.00		0.00
Board Room Fri 29/10/21 from 09:00 to 13:00	0	4.00	Hour	15.00	60.00		0.00

**Payment DUE DATE:**30/09/2021

**Prompt Payment Discount**

**Net** 240.00

**VAT** 0.00

**Gross** 240.00

Please make cheques payable to Anytown Council  
For online payment:  
Sort Code:- 12-34-56  
Account No.:- 98765674  
Please use the Invoice number as the Reference.

## Sales Ledger for Month No 6

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/09/2021	1169	CEMHOLB001	CEMHOLB001	240.00	0.00	240.00	1000	110	240.00	Invoice No:-1169
30/09/2021	SM1000	CEMAPPK001	CEMAPPK001	95.00	19.00	114.00	1000	110	95.00	Invoice No:-SM1000
30/09/2021	SM1001	BREAKFAST CLUB	BREAKFAST	35.00	7.00	42.00	1000	110	35.00	Invoice No:-SM1001
<b>TOTAL INVOICES</b>				<b>370.00</b>	<b>26.00</b>	<b>396.00</b>			<b>370.00</b>	
VAT ANALYSIS CODE E @ 0.00%				240.00	0.00	240.00				
VAT ANALYSIS CODE S @ 20.00%				130.00	28.00	158.00				
<b>TOTALS</b>				<b>370.00</b>	<b>26.00</b>	<b>396.00</b>				

Entered Month 5  
by user RJC

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SENIORS	Newtown Seniors Football	30/06/2021	1103	330.00	0.00	330.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>330.00</b>			<b>Ref: 1</b>
SENTENNIS	Senior Tennis Club	30/06/2021	1104	26.00	0.00	26.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>26.00</b>			<b>Ref: 2</b>
SQUASH	Newtown Squash Club	30/06/2021	1105	24.00	0.00	24.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>24.00</b>			<b>Ref: 3</b>
STFC01	Sometown Football Club	30/06/2021	1096	24.00	0.00	24.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>24.00</b>			<b>Ref: 4</b>
TINYTOTS	TINY TOTS PLAY GROUP	30/06/2021	1106	160.00	0.00	160.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>160.00</b>			<b>Ref: 5</b>
TINYTOTSDC	Tiny Tots Dance	30/06/2021	1107	95.90	0.00	95.90	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>95.90</b>			<b>Ref: 6</b>
WALKINGFB	Mr James - Walking Football	30/06/2021	1108	31.50	0.00	31.50	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>31.50</b>			<b>Ref: 7</b>
WED003	Mr K. Hutchins	30/06/2021	1109	96.00	0.00	96.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.00</b>			<b>Ref: 9</b>
Z SMITH	Mrs E Smith	30/06/2021	1111	25.00	0.00	25.00	0.00	31/08/2021	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>25.00</b>			<b>Ref: 15</b>
				<b>Total Receipts Paid In 31 AUGUST 2021</b>	<b>0.00</b>	<b>812.40</b>			

**From:**

Somewhere Town Council  
 Town Hall  
 Market Place  
 Sometown  
 Swindon  
 Wiltshire  
 SN4 9NB

**SALES STATEMENT**

VAT Reg No :- 12345678

Telephone No :- 01793 731296

**To:**

Blood Donors Group  
 4 Blood Way  
 Uffcott  
 Swindon  
 Wiltis  
 SN4 9NB

**Please Return REMITTANCE Slip**

Blood Donors Group  
 4 Blood Way  
 Uffcott  
 Swindon  
 Wiltis  
 SN4 9NB

**To:**

Somewhere Town Council  
 Town Hall  
 Market Place  
 Sometown  
 Swindon  
 Wiltshire  
 SN4 9NB

Customer A/c No :- BLOODDONOR

Statement Date :- 31/08/2021

A/c No :- BLOODDONOR 31/08/2021

Date	Trans Type	Reference	Invoice	Payment	Balance
31/07/2021	Invoice	1115	234.00	0.00	234.00
31/08/2021	Invoice	1131	78.00	0.00	312.00
01/09/2021	Invoice	1141	516.00	0.00	828.00
<b>Statement Totals :-</b>			<b>828.00</b>	<b>0.00</b>	<b>828.00</b>

Date	Reference	Tick Invoices Paid
31/07/2021	1115	234.00 <input type="checkbox"/>
31/08/2021	1131	78.00 <input type="checkbox"/>
01/09/2021	1141	516.00 <input type="checkbox"/>
<b>Total Due :-</b>		<b>828.00</b>

**Credit Terms:-** Net Monthly

**Cheque Enclosed £**

## Outstanding Balances by Month as at 30/09/2021

A/C Code	Customer Name	Balance	Sep 2021	Aug 2021	Jul 2021	Prior Months	On A/c Pymnts
<b>Ledger No 1, Sales Ledger</b>							
BLOODDON	BLOOD DONORS	828.00	516.00	78.00	234.00	0.00	0.00
BREAKFAST	BREAKFAST CLUB	42.00	42.00	0.00	0.00	0.00	0.00
CAMPBELL	RAY CAMPBELL	53.10	25.00	28.10	0.00	0.00	0.00
CEMAPPK00	CEMAPPK001	114.00	114.00	0.00	0.00	0.00	0.00
CEMHOLB00	CEMHOLB001	240.00	240.00	0.00	0.00	0.00	0.00
COPE	MARY COPE	-1.20	0.00	0.00	-1.20	0.00	0.00
DINGLE	MANDY DINGLE	446.40	0.00	446.40	0.00	0.00	0.00
DOBBS	SARAH DOBBS	76.80	0.00	76.80	0.00	0.00	0.00
FOWLER	PAT FOWLER	170.00	0.00	0.00	170.00	0.00	0.00
HOBBS	MARY HOBBS	26.00	36.00	0.00	40.00	0.00	-50.00
JONESC	CAROL JONES	130.00	0.00	130.00	0.00	0.00	0.00
JONESM	MARY JONES	72.00	0.00	43.20	28.80	0.00	0.00
MANTLE	JOY MANTLE	462.00	138.00	216.00	108.00	0.00	0.00
PETERSW	WENDY PETERS	142.00	0.00	0.00	142.00	0.00	0.00
TINYTOTSDCT	TINY TOTS DANCE	31.20	0.00	0.00	31.20	0.00	0.00
WILKINSM	MARIA WILKINS	115.00	0.00	0.00	18.00	97.00	0.00
<b>Total Sales Ledger No 1</b>		<b>2,947.30</b>	<b>1,111.00</b>	<b>1,018.50</b>	<b>770.80</b>	<b>97.00</b>	<b>-50.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>2,947.30</b>	<b>1,111.00</b>	<b>1,018.50</b>	<b>770.80</b>	<b>97.00</b>	<b>-50.00</b>

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
<b>BLOODDONOR</b>		<b>Blood Donors Group</b>					
31/07/2021	1115	195.00	39.00	234.00		0.00	234.00
31/08/2021	1131	65.00	13.00	78.00		0.00	78.00
01/09/2021	1141	490.00	26.00	516.00		0.00	516.00
<b>TOTAL INVOICES FOR BLOODDONOR</b>		<b>750.00</b>	<b>78.00</b>	<b>828.00</b>		<b>0.00</b>	<b>828.00</b>
<b>BREAKFAST</b>		<b>Breakfast Club</b>					
30/09/2021	SM1001	35.00	7.00	42.00		0.00	42.00
<b>TOTAL INVOICES FOR BREAKFAST</b>		<b>35.00</b>	<b>7.00</b>	<b>42.00</b>		<b>0.00</b>	<b>42.00</b>
<b>CAMPBELL</b>		<b>Ray Campbell</b>					
02/08/2021	1124	10.50	2.10	12.60		0.00	12.60
02/08/2021	1125	15.50	0.00	15.50		0.00	15.50
20/09/2021	1155	25.00	0.00	25.00		0.00	25.00
<b>TOTAL INVOICES FOR CAMPBELL</b>		<b>51.00</b>	<b>2.10</b>	<b>53.10</b>		<b>0.00</b>	<b>53.10</b>
<b>CEMAPPK001</b>		<b>Apple - Mr Kevin</b>					
30/09/2021	SM1000	95.00	19.00	114.00		0.00	114.00
<b>TOTAL INVOICES FOR CEMAPPK001</b>		<b>95.00</b>	<b>19.00</b>	<b>114.00</b>		<b>0.00</b>	<b>114.00</b>
<b>CEMHOLB001</b>		<b>Holmes - Mr Bertie</b>					
30/09/2021	1169	240.00	0.00	240.00		0.00	240.00
<b>TOTAL INVOICES FOR CEMHOLB001</b>		<b>240.00</b>	<b>0.00</b>	<b>240.00</b>		<b>0.00</b>	<b>240.00</b>
<b>COPE</b>		<b>Mary Cope</b>					
30/07/2021	1143	-1.00	-0.20	-1.20		0.00	-1.20
<b>TOTAL INVOICES FOR COPE</b>		<b>-1.00</b>	<b>-0.20</b>	<b>-1.20</b>		<b>0.00</b>	<b>-1.20</b>
<b>DINGLE</b>		<b>Mandy Dingle</b>					
31/08/2021	1133	372.00	74.40	446.40		0.00	446.40
<b>TOTAL INVOICES FOR DINGLE</b>		<b>372.00</b>	<b>74.40</b>	<b>446.40</b>		<b>0.00</b>	<b>446.40</b>
<b>DOBBS</b>		<b>Sarah Dobbs</b>					
31/08/2021	1134	64.00	12.80	76.80		0.00	76.80
<b>TOTAL INVOICES FOR DOBBS</b>		<b>64.00</b>	<b>12.80</b>	<b>76.80</b>		<b>0.00</b>	<b>76.80</b>
<b>TOTAL UNPAID INVOICES</b>		<b>1,606.00</b>	<b>193.10</b>	<b>1,799.10</b>		<b>0.00</b>	<b>1,799.10</b>