

Sawbridgeworth Town Council



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MAYOR
Cllr Reece Smith
TOWN CLERK
Christopher Hunt

To: Cllrs E Buckmaster, R Buckmaster, N Parsad-Wyatt, G Rattey, R Smith, S Smith

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 14th April 2025 at the conclusion of the Planning Meeting scheduled at 7:00pm** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
8th April 2025

Agenda










F 24/40 APOLOGIES FOR ABSENCE
[👏] *To receive and approve* any apologies for absence.

F 24/41 DECLARATIONS OF INTEREST
To receive any Declarations of Interest by Members

F 24/42 MINUTES
[👏][📄] *To approve* as a correct record the minutes of the Finance, Policy and Economic Development Committee held on 13th January 2025 (F03) [Appendix A]


To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Update
Cllr Rattey	The Clerk to explore if the traders would open the What's App group to all councillors via Cllr Rattey.	Carried forward

- F 24/43 STAFF MATTERS**
 **To Note** the Clerks report relating to current staff matters.
[Appendix B]
- F 24/44 FINANCE MATTERS**
DISPOSAL OF COUNCIL ASSETS
  **To approve** the disposal of Council assets, to sell a large Lfor Williams trailer and large stage in compliance with Section 126 of the Local Government Act 1972, which allows parish councils to dispose of assets no longer required for their purposes. See Clerks report.
[Appendix C]
- F 24/45 JUBILEE GARDENS**
 To receive an update on the Jubilee Gardens
Verbal update Cllr R Buckmaster, Town Clerk
- F 24/46 COUNCILLOR ENGAGEMENT**
 To discuss engagement opportunities for councillors
 
 - Cross border meeting with Sheering Parish Council
 - **To approve** financially support the development of cross border first responder team.*[Appendix D]*
- F 24/47 ECONOMIC DEVELOPMENT**
 To discuss proposals for promoting economic development in the town:
 
 - Local business working in partnership events.
Verbal update, Cllr Greg Rattey
 - **To Approve** Proposal on supporting the Flyer Magazine financially to increase contact with members of the community with messages and notices relating to Town Council matters.*[Appendix E]*
- F 24/48 POLICY MATTERS**
 To consider any matters relating to policies for the future development of Town Council services to the community.
 
 - **To approve** the draft document, Financial Regulations 2025 (v2), to make a recommendation for adoption of the Regulations by Council.

The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

[Appendix F]

F 24/49 INCOME and EXPENDITURE REPORT
 To Note the Clerks report for month twelve of the 2024/25 financial year.
[Appendix G]

F 24/50 FUNDING OPPORTUNITIES
 For all members of the committee to explore funding opportunities.

 - Sawbobus opportunities for sponsorship
 - Jubilee Gardens funding

F 24/51 REDUCING THE COUNCILS CARBON FOOTPRINT
 Current update on plan to reduce councils carbon footprint and update on funding expenditure.

No funding implications to report at this committee. The West Road Allotment site will be signed over this month and water harvesting will be explored which has been budgeted for.

F24/52 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:20pm on **Monday 13th January 2025**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Reece Smith
Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Cllr Annelise Furnace
Lisa Nolan – Finance Officer

F 24/27 APOLOGIES FOR ABSENCE

Cllr Greg Rattey
[prop Cllr N Parsad-Wyatt sec'd Cllr R Smith]

F 24/28 DECLARATIONS OF INTEREST

None received.

F 24/29 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 16th September 2024 (F02).
[prop Cllr N Parsad-Wyatt sec'd Cllr R Buckmaster]

Owner	Action	Update
Clerk	The Clerk to explore if the traders would open the What's App group to all councillors	Carried forward due to the absence of Cllr Rattey

F 24/30 STAFF MATTERS

To consider any matters relating to members of staff.

The Clerks report was referred to highlighting the local government pay increases and increment levels that have been thoroughly assessed and agreed upon. These adjustments have been carefully considered and incorporated into this year's budget. This ensures that the financial planning accurately reflects the latest pay scales and increment levels, providing a fair and competitive compensation structure for all employees.

F 24/31 FINANCE MATTERS

Budget 2025/26

The draft budget and Clerk's report for the year 2025/26 were discussed, and various areas of the budget were explored to assess accuracy, with the following three points leading this scrutiny:

- Do you want to continue with the current level of services?
- Will the budget stand up to scrutiny?
- Are you happy to justify the budget to precept payers?

Following the debate, it was agreed by all members to recommend that the full council adopts the proposed budget for 2025/26 with a precept of £479,835 (2024/25: £452,775). This represents an increase of 4.95%

(£5.46 per annum) on Band D equivalent housing, equating to £2.23 per week or £0.32 per day.

[prop Cllr N Parsad-Wyatt sec'd Cllr R Buckmaster]

F 24/32 JUBILEE GARDENS

Update on the current project status, The Clerk reported that he had sought three quotes for the tree felling which varied from £14,400, £10,500 to £6,650. Members agreed the cheaper quote should be pursued if the company met insurance and qualification criteria and were reputable.

It agreed to get the trees removed as per the plan so the funding can start to be spent after the delays faced applying for the tree removal and pre planning advice.

F24/33 COUNCILLOR ENGAGEMENT

The Clerk explained that the cross border council meetings with Sheering, Hatfield Heath and High Wych have produced healthy debate and it was agreed that another meeting should be arranged for late February.

F24/34 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town: The Clerk explained that due to Cllr Greg Rattey being the lead on this matter a full update will need to be made on his return at the next meeting. He also updated the members on the huge success of the Christmas project 'Gifts of Love' This was echoed by Cllr Reece Smith who had received positive feedback from a resident who had been the recipient of Christmas gifts from the project.

F24/35 POLICY MATTERS

To consider any matters relating to policies for the future development of Town Council services to the community.

- Financial Regulations - The Clerk explained some of the areas that were legally required to be in the financial regulations and some areas where discretion on limits could be made.

Approved, the draft document, Financial Regulations 2025, to make a recommendation for adoption of the Regulations by Council.

[prop Cllr S Smith sec'd Cllr N Parsad-Wyatt]

- Risk Assessment 2025-2026, the risk assessment was explained by the Clerk being a legal requirement and had a copy of the proposed risk assessment available hard copy at the meeting for scrutiny.

Approved, the draft document, Risk Assessment 2025-2026.

[prop Cllr R Smith sec'd Cllr N Parsad-Wyatt]

F24/36 INCOME and EXPENDITURE REPORT

Noted, The Clerks variance report for month nine of the 2023/24 financial year

F24/37 FUNDING OPPORTUNITIES

All opportunities for funding will be explored, the Clerk had been contacted by Essex County Council and was exploring funding to cover the Sawbobus reaching Lower Sheering and possibly linking into Essex bus services.

F24/38 REDUCING THE COUNCILS CARBON FOOTPRINT

To discuss the progress of the reduction of the councils carbon footprint. The Clerk explained that the budget aligned with the Action Plan and towards the council reducing its carbon footprint. Cllr Angus Parsad-Wyatt was exploring a commuter bus service to the train station reducing the number of vehicles travelling to the station. Energy suppliers were to change at the end of their current contracts to find greener suppliers.

F24/39 ITEMS FOR FUTURE AGENDAS

None raised for this meeting.
Nothing raised

Meeting Closed at 8:08pm

ACTIONS

Owner	Action	Update
Cllr Rattey	The Clerk to explore if the traders would open the What's App group to all councillors via Cllr Rattey.	To be carried forward

Appendix B

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: Staff update
Date: 14th April 2025

Subject: Staff Update Report

Dear Councillors,

Please find below the latest updates regarding council staff:

1. Return of Project Manager:

- The Project Manager has rejoined the team on a phased return to work, ensuring her health and wellbeing remain a priority. This approach has been carefully planned to provide support during her transition back into the role.

2. Training for the New Year:

- All training packages for the upcoming year will be scheduled during less demanding periods to minimise operational disruption

3. Staff Performance:

- The administrative team has maintained a high level of performance during the Project Manager's two-month absence. Team members demonstrated exceptional commitment by adjusting their days and hours to ensure all demands were met effectively.
- Additionally, the team successfully managed the recent civic function, with some staff working up to 14 hours to deliver a seamless event. Rangers supported this effort by completing split shifts to cover all requirements.

Chris Hunt

Appendix C

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FINANCE, POLICY and ECONOMIC DEVELOPMENT MEETING
From: Christopher Hunt
Subject: Disposal of Council assets
Date: 14th April 2025

Agenda Item: Disposal of Parish Assets - Large Ifor Williams Trailer and Large Stage

Background:

The parish currently owns an Ifor Williams trailer, purchased in 2012 for £2,207, and a stage purchased in 2014 for £7,442. Due to the age of these assets, their resale values are significantly reduced. Additionally, the costs associated with storing these items are ongoing and place a financial burden on the town council.

Proposal:

To approve the sale of the following assets:

1. Large Ifor Williams trailer
2. Large Stage

Rationale:

- **Trailer:** Limited use and high storage costs.
- **Stage:** Rarely used, expensive to store, and more cost-effective to hire contractors for setup on the few occasions it is needed.

Legislative and Financial Considerations:

- The disposal of these assets will be conducted in compliance with **Section 126 of the Local Government Act 1972**, which allows parish councils to dispose of assets no longer required for their purposes.
- The council must ensure that the disposal process adheres to its **financial duty** to taxpayers, as outlined in administrative law principles. This includes obtaining fair market value for the assets and documenting the decision-making process transparently.
- Any proceeds from the sale will be managed in accordance with the council's financial regulations and reinvested to benefit the local community.

Next Steps:

If approved, the council will proceed with valuing the items for sale, exploring potential buyers, and completing the disposal process in compliance with council policies and relevant legislation.

Decision Required:

To approve or decline the proposal to sell the trailer and stage.

Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: First Responder's project
Date: 14th April 2025

Introduction:

The Cross-Border First Responders Project arises from the recent cross-border councillors meeting, organised to discuss enhancing emergency response within our communities. Representatives from neighbouring parishes—Sheering, Hatfield Heath, Hatfield Broad Oak, and High Wych—participated in this fruitful discussion, which led to the concept of establishing community responder teams operating across parish boundaries.

This proposal seeks Councillors' support to implement the scheme and requires debate regarding its financial and operational implications.

Purpose of the Scheme:

The scheme aims to deploy volunteer community responders to emergency incidents, providing life-saving assistance until ambulance services arrive. Sawbridgeworth, Sheering, and High Wych have been grouped to trial the initiative, which includes equipping responders with essential tools such as first aid supplies and communication devices.

Funding Model:

A funding structure has been developed proportionally based on the population size of each parish:

- **Sawbridgeworth's financial contribution:**
 - One-off payment: **£3,180**
 - Annual fee: Approximately **£300** (to cover phone and equipment costs)

The cost falls within the discretionary expenditure allocated for the Clerk; however, the financial commitment warrants careful consideration by the Councillors.

Points for Discussion:

Councillors are invited to debate and deliberate on the following aspects of the scheme:

1. The feasibility and sustainability of the funding model for Sawbridgeworth.
2. The anticipated benefits and impacts of cross-border collaboration on community safety.

Consultation and Stakeholder Support:

The Chair of the Finance Committee, Cllr Eric Buckmaster, has expressed preliminary support for the scheme, as have representatives from Sheering and High Wych Parish Councils.

Next Steps:

Following debate, the Council is requested to provide a decision regarding whether Sawbridgeworth will formally endorse and proceed with the implementation of this initiative.

Conclusion:

The Cross-Border First Responders Project presents an opportunity to improve emergency response capabilities and demonstrate our shared commitment to the safety and well-being of our residents.

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FINANCE, POLICY and ECONOMIC DEVELOPMENT MEETING
From: Christopher Hunt
Subject: Flyer Magazine report
Date: 14th April 2025

The Mayor, Cllr Reece Smith and I have been approached by the editor of the Flyer Magazine who has proposed the below offer to the Town Council. He stated that the magazine, if supported will then be reinstated to full coverage of the town and may assist with key messaging, promoting our events and offer a free monthly councillor focus piece. The below was part of the discussion/proposal.

Partnership Strengthening Proposal

- **Editorial Space Offer:** Additional editorial space each month at no extra charge.
 - Suggested content: "Meet the Councillor" features and articles on the Ranger and other colleagues. Includes a paragraph to direct residents to the appropriate layer of local government.

Paid Page in the Sawbridgeworth Flyer

- **Objectives & Benefits for the Town Council:**
 1. Foster proactive engagement with the local community.
 2. Generate income by promoting:
 - Chamber hire
 - Minibus hire
 - Trade event opportunities
 - Function rooms and halls for hire
 - Other income-generating avenues
 3. Reduce reception staff costs from handling unrelated queries (e.g., East Herts or Highways).
 4. Promote key events (e.g., River Day, Christmas, Remembrance Sunday, etc.).
 5. Attract volunteers for local projects and events.
 6. Share information about key projects like Jubilee Gardens, Town Meetings, and consultations.
- **Enhanced Local Visibility:** Strengthen community spirit and promote the Town Council's efforts.

Cost Options for Advertisement

- **Quarterly full A4 page:** £395 + VAT (reduced from £425).
- **Monthly half-page (198mm x 127mm):** £195 + VAT.
- **Quarter-page (98mm x 127mm):** £135 + VAT for event advertising.

Additional Offers

- Reinststate full magazine coverage in Sawbridgeworth (including the Turlings estate in Gilston).
- Free artwork service for advertisements.

Timeline

- May issue participation: Deadline for submissions is **17th April**.

Let me know if you'd like help drafting a response or exploring these options further!

Appendix F



SAWBRIDGEWORTH TOWN COUNCIL

FINANCIAL REGULATIONS 2025 (v2)

Approved by Full Town Council TBC following the meeting on the 14th April 2025

To be amended by Finance, Policy & Economic Development Committee 14th April 2025

Sawbridgeworth Town Council

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 27th January 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or
- authorise any single commitment in excess of £20,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for review by the Finance, Policy & Economic Development Committee and approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk/RFO must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member (usually the Chair of the Finance, Policy & Economic Development Committee) shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Policy & Economic Development Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).
- 3.4. The Clerk/RFO shall complete and certify the annual Accounting Statements of the council contained in the AGAR in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Finance, Policy & Economic Development Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax/budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually usually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The Clerk/RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the Clerk/RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the Finance, Policy & Economic Development Committee

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, Policy & Economic Development Committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Policy & Economic Development Committee and a recommendation made to full council no later than the end of January for the ensuing financial year.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Finance, Policy & Economic Development Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council and advertise an

- open invitation for tenders in compliance with any relevant provisions of the Legislation if required. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes.
- 5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)
- 5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items £10,000 and below excluding VAT.
 - the Clerk, in consultation with the Chair of the appropriate committee, for any items above £10,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items above £15,000 excluding VAT
 - all grants will be approved by Council.
 - the council for all items over £20,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official Purchase Order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed at least annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy and analysed to the appropriate expenditure heading by the Finance Officer, and then verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council.

- 6.6. For each financial year the Clerk/RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £10,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting Finance, Policy & Economic Development Committee.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Council or Finance, Policy & Economic Development Committee. The council or committee shall review the schedule for compliance. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting, excluding detailed payments of individual staff members' salaries.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and Chair of Finance Committee. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance, Policy & Economic Development Committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance, Policy & Economic Development Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£250] including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float not exceeding £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.** No Councillor allowances are currently made.
- 11.3. Salary rates shall be agreed by the council, or the Finance, Policy & Economic Development Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council and in accordance with the Council's Investment and Financial Management Strategy, which is attached hereto at Appendix B
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council's Investment Policy shall be in accordance with Statutory Guidance on Local Government Investments, and written be in accordance with relevant regulations, proper practices and guidance. The Investment Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk or other relevant officer. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Clerk/RFO shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO will give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or the Finance, Policy & Economic Development Committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order Point 18 FINANCIAL CONTROLS AND PROCUREMENT and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) All tenders over 50,000 should be agreed by Full council

Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: Income and expenditure report
Date: 8th April 2025

Executive Summary

This report explains variances up to and including Month 12 in this financial year 2024/25. I will note any variance over 100% of accumulative payments of significance.

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
4115 Insurance	£10,000	£15,000	+£5000	The insurance is a one off payment and bridges the financial year. When this is spread across the twelve months as monthly payments the budgeted amount is correct. Part of this also includes the Hailey Centre buildings insurance which is recouped annually
4130 Staff Care	£1,500	£2,339	+839	An increase in staff care has occurred for refreshments during attendance at events. Other items costed in this section may be covered in an underspend in office equipment.
4215 Town Signs	£500	£949	+ £449	One off payment for airfield replacement brown tourist signs.
220 Grants				
4375 Freedom of the Town	£1,000	£1,224	+ £224	Small overspend to buy a number of medals for a number of years for future ceremonies.
300 Civic Centre				
4405 Rates	£9,500	£11,001	+ £1,551	Increase in rates for Council building
330 Other rented accommodation				
4400 Rent	£3,425	£4,660	+ £1,235	Storage charges, alternative storage is being explored to reduce this expenditure for 2025/26
400 Bullfields				

Allotment				
4415 Water	£600	£666	+ £66	Bill has been estimated and meter readings now supplied.
420 Vantorts Allotments				
4415 Water	£100	£168	+£68	Estimated water bill and readings now supplied.
440 Cemetery				
4420 maintenance	£5,000	£6,457	+£1,457	Road way repairs and tree maintenance.
500 Groundsman				
4620 Rangers Tools	£1,500	£2,797	+£1,297	Replacement tools and salt spreader
4630 CCTV maintenance agreement	£2,200	£2,453	+ £253	Increase in charges due to additional equipment installed this financial year.
620 Christmas Festival				
4045 Subcontracted Labour	£1,200	£1,511	£311	Extra staff needed to assist in building and breaking down event. Taken into consideration for next year's event.
640 Projects				
4720 Jubilee Gardens	£10,000	£45,281	£35,261	Predominantly this outgoing has been taken from the £50,000 grant funding from EHDC.
700 Sawbobus				
Salary Recharge	£26,145	£31,677	£5,532	Overtime cover and commuter service experiment.
Vehicle Maintenance	£4,5000	£6,657	£2,157	Exhaust filter issue and vehicle sent to main dealer for repair including recovery. Electric door repair.
800 GL61 Bus				
4800 Fuel	£500	£2,789	- £2,289	Second bus used as Sawbobus out of service for extended period for repair. Sawbobus has £8,500 budgeted for fuel and only £2,883 used.
820 Rangers Truck No2				
4810 Veh Tax and Insurance	£1,000	£1,074		Insurance slight increase.



Sawbridgeworth Town Clerk

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						101.6%	
4003 Sargant J						97.1%	
4004 Parrish S						101.4%	
4005 Dale L						110.4%	
4011 V Derrick						106.4%	
4013 Crank D						100.5%	
4015 C Hunt						93.2%	
4035 NIC - Employers						98.4%	
4040 Pension Employers						94.9%	
Staff :- Indirect Expenditure	<u>278,121</u>	<u>280,520</u>	<u>2,399</u>	<u>0</u>	<u>2,399</u>	<u>99.1%</u>	<u>0</u>
Net Expenditure	<u>(278,121)</u>	<u>(280,520)</u>	<u>(2,399)</u>				
<u>200 General Administration</u>							
1076 Precept	452,775	452,775	0			100.0%	
1090 Interest Received	6,198	5,000	(1,198)			124.0%	
1999 Miscellaneous Income	1,035	0	(1,035)			0.0%	
General Administration :- Income	<u>460,007</u>	<u>457,775</u>	<u>(2,232)</u>			<u>100.5%</u>	<u>0</u>
4070 Subscriptions	2,283	2,500	217		217	91.3%	
4075 IT Support	11,079	15,000	3,921		3,921	73.9%	
4080 Training (Members)	163	500	338		338	32.5%	
4081 Travel Expenses	558	550	(8)		(8)	101.4%	
4082 Training (Staff)	981	1,000	19		19	98.1%	
4083 Clerks Expenses	17	0	(17)		(17)	0.0%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	1,349	1,500	151		151	90.0%	
4100 Telephone/Broadband	880	3,000	2,120		2,120	29.3%	
4105 Postage	682	900	219		219	75.7%	
4110 Stationery	781	1,000	219		219	78.1%	
4115 Insurance	15,156	10,000	(5,156)		(5,156)	151.6%	
4120 Bank Charges	244	500	256		256	48.9%	
4125 Repairs & Renewals	198	750	552		552	26.4%	
4130 Staff Care	2,339	1,500	(839)		(839)	156.0%	
4135 Office Care	1,335	3,000	1,665		1,665	44.5%	
4140 Office Equipment	435	1,500	1,065		1,065	29.0%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	0	3,565	3,565		3,565	0.0%	
4190 Professional Fees	3,480	6,000	2,520		2,520	58.0%	
4195 Tourism	803	1,000	197		197	80.3%	

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Web-site	600	1,500	900		900	40.0%	
4201 Web-site development	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	811	500	(311)		(311)	162.2%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
4999 Miscellaneous Costs	10	0	(10)		(10)	0.0%	
General Administration :- Indirect Expenditure	45,052	64,865	19,813	0	19,813	69.5%	0
Net Income over Expenditure	414,955	392,910	(22,045)				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	7,055	5,000	(2,055)			141.1%	
Democratic Services :- Income	7,055	5,000	(2,055)			141.1%	0
4310 Election Expenses	4,489	10,000	5,511		5,511	44.9%	
4315 Mayor's Allowance	1,429	1,500	71		71	95.3%	
4330 Civic Events	605	2,500	1,895		1,895	24.2%	
4335 Civic Dinner Expenditure	4,005	5,000	995		995	80.1%	
Democratic Services :- Indirect Expenditure	10,529	19,000	8,471	0	8,471	55.4%	0
Net Income over Expenditure	(3,474)	(14,000)	(10,526)				
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	1,000	1,000	0		0	100.0%	
4370 Grants - S137	54	75	21		21	72.0%	
4375 Freedom of the Town	1,224	1,000	(224)		(224)	122.4%	
4380 Grants - Other	3,300	3,500	200		200	94.3%	
Grants :- Indirect Expenditure	5,578	6,575	997	0	997	84.8%	0
Net Expenditure	(5,578)	(6,575)	(997)				
<u>300 Civic Centre</u>							
1400 Rental Income	1,065	800	(265)			133.1%	
Civic Centre :- Income	1,065	800	(265)			133.1%	0
4405 Rates	15,030	9,500	(5,530)		(5,530)	158.2%	
4410 Heat & Light	6,296	10,000	3,704		3,704	63.0%	
4415 Water	582	600	18		18	97.0%	
4420 Maintenance	4,670	5,000	330		330	93.4%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2,898	3,000	102		102	96.6%	
Civic Centre :- Indirect Expenditure	29,527	28,100	(1,427)	0	(1,427)	105.1%	0
Net Income over Expenditure	(28,462)	(27,300)	1,162				

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>							
4420 Maintenance	2,937	5,000	2,063		2,063	58.7%	
Hailey Centre :- Indirect Expenditure	<u>2,937</u>	<u>5,000</u>	<u>2,063</u>	<u>0</u>	<u>2,063</u>	<u>58.7%</u>	<u>0</u>
Net Expenditure	<u>(2,937)</u>	<u>(5,000)</u>	<u>(2,063)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	4,660	3,425	(1,235)		(1,235)	136.1%	
Other Rented Accommodation :- Indirect Expenditure	<u>4,660</u>	<u>3,425</u>	<u>(1,235)</u>	<u>0</u>	<u>(1,235)</u>	<u>136.1%</u>	<u>0</u>
Net Expenditure	<u>(4,660)</u>	<u>(3,425)</u>	<u>1,235</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	1,334	850	(484)			156.9%	
1510 Allotment Water Income	146	200	55			72.8%	
1515 Allotment Dep Retain	100	0	(100)			0.0%	
Bullfield Allotments :- Income	<u>1,579</u>	<u>1,050</u>	<u>(529)</u>			<u>150.4%</u>	<u>0</u>
4415 Water	666	600	(66)		(66)	111.0%	
4420 Maintenance	94	700	606		606	13.4%	
Bullfield Allotments :- Indirect Expenditure	<u>760</u>	<u>1,300</u>	<u>540</u>	<u>0</u>	<u>540</u>	<u>58.4%</u>	<u>0</u>
Net Income over Expenditure	<u>819</u>	<u>(250)</u>	<u>(1,069)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	350	120	(230)			291.7%	
1510 Allotment Water Income	36	30	(6)			118.3%	
Bellmead Allotments :- Income	<u>386</u>	<u>150</u>	<u>(236)</u>			<u>257.0%</u>	<u>0</u>
4415 Water	145	100	(45)		(45)	144.5%	
4420 Maintenance	1	250	249		249	0.5%	
Bellmead Allotments :- Indirect Expenditure	<u>146</u>	<u>350</u>	<u>204</u>	<u>0</u>	<u>204</u>	<u>41.6%</u>	<u>0</u>
Net Income over Expenditure	<u>240</u>	<u>(200)</u>	<u>(440)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	249	125	(124)			199.4%	
1510 Allotment Water Income	27	25	(2)			106.0%	
Vantorts Allotments :- Income	<u>276</u>	<u>150</u>	<u>(126)</u>			<u>183.8%</u>	<u>0</u>
4415 Water	168	100	(68)		(68)	168.0%	

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	1	500	499		499	0.2%	
Vantorts Allotments :- Indirect Expenditure	169	600	431	0	431	28.2%	0
Net Income over Expenditure	107	(450)	(557)				
<u>430 Southbrook Allotments</u>							
1500 Allotment Rent Income	1,314	900	(414)			145.9%	
1510 Allotment Water Income	175	115	(60)			151.7%	
1515 Allotment Dep Retain	146	0	(146)			0.0%	
Southbrook Allotments :- Income	1,634	1,015	(619)			161.0%	0
4415 Water	623	500	(123)		(123)	124.5%	
4420 Maintenance	251	700	449		449	35.9%	
Southbrook Allotments :- Indirect Expenditure	874	1,200	326	0	326	72.8%	0
Net Income over Expenditure	760	(185)	(945)				
<u>440 Cemetery</u>							
1550 Burial Fees	34,595	40,000	5,405			86.5%	
1560 Memorial Fees	2,390	2,000	(390)			119.5%	
1570 Grave Digging Income	2,980	1,200	(1,780)			248.3%	
1580 Tree Sales	3,450	2,700	(750)			127.8%	
1581 Bench Sales	2,734	3,000	266			91.1%	
1582 Memorial Plaque Sales	770	500	(270)			154.0%	
Cemetery :- Income	46,919	49,400	2,481			95.0%	0
4045 Subcontracted Labour	700	1,000	300		300	70.0%	
4415 Water	135	150	15		15	89.7%	
4420 Maintenance	6,457	5,000	(1,457)		(1,457)	129.1%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	1,300
4520 Skip Hire	1,925	3,500	1,575		1,575	55.0%	
4530 Trees	500	360	(140)		(140)	139.0%	
4531 Benches	1,864	2,000	136		136	93.2%	
4532 Plaques	1,208	300	(908)		(908)	402.5%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	14,088	17,810	3,722	0	3,722	79.1%	1,300
Net Income over Expenditure	32,831	31,590	(1,241)				
6000 plus Transfer from EMR	1,300	0	(1,300)				
Movement to/(from) Gen Reserve	34,131	31,590	(2,541)				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
450 Playground							
4420 Maintenance	1,535	2,000	465		465	76.7%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>1,535</u>	<u>5,000</u>	<u>3,465</u>	<u>0</u>	<u>3,465</u>	<u>30.7%</u>	<u>0</u>
Net Expenditure	<u>(1,535)</u>	<u>(5,000)</u>	<u>(3,465)</u>				
460 Rivers Heritage Site & Orchard							
4700 RHSOG	1,710	3,000	1,290		1,290	57.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>1,710</u>	<u>3,000</u>	<u>1,290</u>	<u>0</u>	<u>1,290</u>	<u>57.0%</u>	<u>0</u>
Net Expenditure	<u>(1,710)</u>	<u>(3,000)</u>	<u>(1,290)</u>				
500 Groundsman							
1600 SYPRC/STFC Grass Cut - Income	300	500	200			60.0%	
1603 Conveniences coin operation	663	800	138			82.8%	
1610 Sub Contract Watering	776	200	(576)			388.0%	
1615 CCTV Footage Retrieval	300	0	(300)			0.0%	
1670 Event Income	35	0	(35)			0.0%	
Groundsman :- Income	<u>2,074</u>	<u>1,500</u>	<u>(574)</u>			<u>138.2%</u>	<u>0</u>
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	571	800	229		229	71.3%	
4602 Bell St Convenience Repairs	157	5,000	4,843		4,843	3.1%	
4615 Ranger's Mower	1,504	2,000	496		496	75.2%	
4620 Ranger's Tools	2,797	1,500	(1,297)		(1,297)	186.4%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	<u>9,302</u>	<u>28,500</u>	<u>19,198</u>	<u>0</u>	<u>19,198</u>	<u>32.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,229)</u>	<u>(27,000)</u>	<u>(19,771)</u>				
600 Fun on the Field							
1670 Event Income	870	900	30			96.7%	
Fun on the Field :- Income	<u>870</u>	<u>900</u>	<u>30</u>			<u>96.7%</u>	<u>0</u>
4045 Subcontracted Labour	650	800	150		150	81.3%	
4670 Event Costs	723	1,300	577		577	55.6%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,373</u>	<u>2,300</u>	<u>927</u>	<u>0</u>	<u>927</u>	<u>59.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(503)</u>	<u>(1,400)</u>	<u>(897)</u>				

Detailed Income & Expenditure by Budget Heading 01/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
610 Events General							
4670 Event Costs	929	1,000	71		71	92.9%	
Events General :- Indirect Expenditure	<u>929</u>	<u>1,000</u>	<u>71</u>	<u>0</u>	<u>71</u>	<u>92.9%</u>	<u>0</u>
Net Expenditure	<u>(929)</u>	<u>(1,000)</u>	<u>(71)</u>				
620 Christmas Festival							
1670 Event Income	1,095	500	(595)			219.0%	
Christmas Festival :- Income	<u>1,095</u>	<u>500</u>	<u>(595)</u>			<u>219.0%</u>	<u>0</u>
4045 Subcontracted Labour	1,511	1,200	(311)		(311)	125.9%	
4670 Event Costs	1,168	1,500	332		332	77.8%	
4675 Publicity	390	500	110		110	78.0%	
4685 Christmas Lights	14,772	15,000	228		228	98.5%	
4690 Competitions	636	600	(36)		(36)	106.0%	
Christmas Festival :- Indirect Expenditure	<u>18,477</u>	<u>18,800</u>	<u>323</u>	<u>0</u>	<u>323</u>	<u>98.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,382)</u>	<u>(18,300)</u>	<u>(918)</u>				
640 Projects							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>(3,000)</u>				<u>0</u>
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	45,281	10,000	(35,281)		(35,281)	452.8%	
4725 Fair Green	300	1,200	900		900	25.0%	
4735 Remembrance Day	150	400	250		250	37.5%	
4740 War Memorial	260	1,000	740		740	26.0%	
4746 HUB Project	1,926	0	(1,926)		(1,926)	0.0%	
Projects :- Indirect Expenditure	<u>47,917</u>	<u>14,600</u>	<u>(33,317)</u>	<u>0</u>	<u>(33,317)</u>	<u>328.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(44,917)</u>	<u>(14,600)</u>	<u>30,317</u>				
660 Town Selfie Walk							
4670 Event Costs	250	500	250		250	50.0%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	303	1,000	697		697	30.3%	
Town Selfie Walk :- Indirect Expenditure	<u>553</u>	<u>1,850</u>	<u>1,297</u>	<u>0</u>	<u>1,297</u>	<u>29.9%</u>	<u>0</u>
Net Expenditure	<u>(553)</u>	<u>(1,850)</u>	<u>(1,297)</u>				



































Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>670 River Day</u>							
1670 Event Income	40	300	260			13.3%	
River Day :- Income	<u>40</u>	<u>300</u>	<u>260</u>			<u>13.3%</u>	<u>0</u>
4670 Event Costs	120	200	80		80	60.0%	
River Day :- Indirect Expenditure	<u>120</u>	<u>200</u>	<u>80</u>	<u>0</u>	<u>80</u>	<u>60.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(80)</u>	<u>100</u>	<u>180</u>				
<u>700 Sawbobus</u>							
1150 Grants Received	4,000	6,000	2,000			66.7%	
1800 Fares	6,655	10,000	3,345			66.5%	
1820 Fuel Rebate	2,072	1,200	(872)			172.7%	
1830 Sponsorship	4,000	5,000	1,000			80.0%	
Sawbobus :- Income	<u>16,727</u>	<u>22,200</u>	<u>5,473</u>			<u>75.3%</u>	<u>0</u>
4029 Salary Recharge	31,677	26,145	(5,532)		(5,532)	121.2%	
4045 Subcontracted Labour	291	2,000	1,709		1,709	14.5%	
4800 Fuel	4,848	8,500	3,652		3,652	57.0%	
4805 Vehicle Maintenance	6,657	4,500	(2,157)		(2,157)	147.9%	
4810 Vehicle Tax & Insurance	1,281	1,500	219		219	85.4%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
Sawbobus :- Indirect Expenditure	<u>44,755</u>	<u>43,645</u>	<u>(1,110)</u>	<u>0</u>	<u>(1,110)</u>	<u>102.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(28,028)</u>	<u>(21,445)</u>	<u>6,583</u>				
<u>800 Heffer GL61</u>							
1830 Sponsorship	500	0	(500)			0.0%	
1850 Vehicle Hire Income	503	500	(3)			100.5%	
Heffer GL61 :- Income	<u>1,003</u>	<u>500</u>	<u>(503)</u>			<u>200.5%</u>	<u>0</u>
4800 Fuel	2,789	500	(2,289)		(2,289)	557.9%	
4805 Vehicle Maintenance	997	1,200	203		203	83.1%	
4810 Vehicle Tax & Insurance	1,281	1,200	(81)		(81)	106.7%	
Heffer GL61 :- Indirect Expenditure	<u>5,067</u>	<u>2,900</u>	<u>(2,167)</u>	<u>0</u>	<u>(2,167)</u>	<u>174.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,065)</u>	<u>(2,400)</u>	<u>1,665</u>				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	1,549	2,000	451		451	77.4%	
4805 Vehicle Maintenance	626	1,500	874		874	41.7%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>3,249</u>	<u>4,500</u>	<u>1,251</u>	<u>0</u>	<u>1,251</u>	<u>72.2%</u>	<u>0</u>
Net Expenditure	<u>(3,249)</u>	<u>(4,500)</u>	<u>(1,251)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	1,005	1,200	195		195	83.7%	
4805 Vehicle Maintenance	496	1,500	1,004		1,004	33.0%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,575</u>	<u>3,700</u>	<u>1,125</u>	<u>0</u>	<u>1,125</u>	<u>69.6%</u>	<u>0</u>
Net Expenditure	<u>(2,575)</u>	<u>(3,700)</u>	<u>(1,125)</u>				
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	176	500	324		324	35.2%	
Town Action Plan :- Indirect Expenditure	<u>176</u>	<u>500</u>	<u>324</u>	<u>0</u>	<u>324</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(176)</u>	<u>(500)</u>	<u>(324)</u>				
<u>920 ATC Rent</u>							
1400 Rental Income	1,547	0	(1,547)			0.0%	
ATC Rent :- Income	<u>1,547</u>	<u>0</u>	<u>(1,547)</u>				<u>0</u>
Net Income	<u>1,547</u>	<u>0</u>	<u>(1,547)</u>				
Grand Totals:- Income	<u>545,275</u>	<u>541,240</u>	<u>(4,035)</u>			<u>100.7%</u>	
Expenditure	<u>530,177</u>	<u>559,240</u>	<u>29,063</u>	<u>0</u>	<u>29,063</u>	<u>94.8%</u>	
Net Income over Expenditure	<u>15,098</u>	<u>(18,000)</u>	<u>(33,098)</u>				
plus Transfer from EMR	<u>1,300</u>	<u>0</u>	<u>(1,300)</u>				
Movement to/(from) Gen Reserve	<u>16,398</u>	<u>(18,000)</u>	<u>(34,398)</u>				

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/03/2025	8414	498.66		498.66		R 	NEST
17/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
17/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
18/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
18/03/2025	DD10	30.00		30.00		R 	SDH Window Cleaning
18/03/2025	DD11	24.99		24.99		R 	Lloyds Bank plc
18/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
19/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
19/03/2025	DD9	40.56		40.56		R 	Vatix
19/03/2025	Direct		50.00	50.00		R 	Receipt(s) Banked
20/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
21/03/2025	DD7	583.75		583.75		R 	EDF Energy
21/03/2025	DD8	234.43		234.43		R 	Engie Gas
21/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
24/03/2025	DD6	228.87		228.87		R 	The Fuelcard Company
24/03/2025	BCARD1	44.75		44.75		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD2	5.87		5.87		R 	SBA Logistics Limited
24/03/2025	BCARD3	648.00		648.00		R 	East Herts District Council
24/03/2025	BCARD4	39.00		39.00		R 	Hertford Town Council
24/03/2025	BCARD5	10.98		10.98		R 	The Range
24/03/2025	BCARD6	17.29		17.29		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD7	23.46		23.46		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD8	21.43		21.43		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD9	7.19		7.19		R 	Amee Houseware Limited
24/03/2025	BCARD10	13.99		13.99		R 	EDS Textiles Limited
24/03/2025	BCARD11	46.80		46.80		R 	UK PLANNING MAPS
24/03/2025	BCARD12	31.48		31.48		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD13	8.38		8.38		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD14	20.10		20.10		R 	The Co-operative Food
24/03/2025	BCARD15	20.48		20.48		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD16	18.59		18.59		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD17	29.94		29.94		R 	Amazon Business EU S.a.r.l
24/03/2025	BCARD18	9.99		9.99		R 	ILIFFE MEDIA
24/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
24/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
24/03/2025	Direct		42.35	42.35		R 	Receipt(s) Banked
24/03/2025	Direct		210.00	210.00		R 	Receipt(s) Banked
26/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
27/03/2025	Direct		10.00	10.00		R 	Receipt(s) Banked
27/03/2025	Direct		100.00	100.00		R 	Receipt(s) Banked
28/03/2025	DD5	215.96		215.96		R 	Citation Limited
28/03/2025	Direct		50.00	50.00		R 	Receipt(s) Banked
28/03/2025	Direct		50.00	50.00		R 	Receipt(s) Banked
28/03/2025	Direct		105.00	105.00		R 	Receipt(s) Banked
31/03/2025	8451	525.60		525.60		R 	EOC Services Limited
31/03/2025	8452	120.00		120.00		R 	Airdrome Cars Ltd
31/03/2025	8453	82.74		82.74		R 	Southern Electric
31/03/2025	8454	191.71		191.71		R 	Huws Gray Ltd

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/03/2025	8455	1,281.06		1,281.06		R <input type="checkbox"/>	EDGE IT Systems Limited
31/03/2025	8456	330.00		330.00		R <input type="checkbox"/>	Froom & Co Limited
31/03/2025	8457	8,672.84		8,672.84		R <input type="checkbox"/>	East Herts District Council
31/03/2025	8458	31.03		31.03		R <input type="checkbox"/>	Create Identitiee Limited
31/03/2025	8459	640.70		640.70		R <input type="checkbox"/>	Airdrome Cars Ltd
31/03/2025	8462	74.70		74.70		R <input type="checkbox"/>	Southern Electric
31/03/2025	8460	340.50		340.50		R <input type="checkbox"/>	CaterCare Catering Equipment L
31/03/2025	DD1	749.97		749.97		R <input type="checkbox"/>	Techwyse
31/03/2025	DD2	311.82		311.82		R <input type="checkbox"/>	The Fuelcard Company
31/03/2025	DD3	195.52		195.52		R <input type="checkbox"/>	Onecom Limited
31/03/2025	8463	21.00		21.00		R <input type="checkbox"/>	EHDC
31/03/2025	2348	20.41		20.41		R <input type="checkbox"/>	Petty Cash
31/03/2025	8461	10.00		10.00		R <input type="checkbox"/>	Ron Willis
31/03/2025	500425		3,015.70	3,015.70		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2025	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
		84,136.98	7,442.12				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate