

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a Meeting of the above-named Committee held at the Town Council  
Offices, Albert Road, Horley on Tuesday 21 November 2017, at 7.30 pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
R Biggs  
K Etheridge  
M George  
H Kitajewski  
L Mabbett  
V Marshall  
R Olliver  
H Randall

**In attendance:** A Jones – Town Clerk  
C Fenton – Head of Leisure & Deputy Clerk  
J Walsh – Town Clerk Elect

**F 4103 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Baker and Jackson be accepted, for reasons as specified in the Attendance Register.***

**F 4104 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Randall declared a non-pecuniary interest in the Precept item, in view of his position as an allotment holder.

***RESOLVED: noted.***

**F 4105 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 4106 Approval of Minutes  
Finance & General Purposes Committee, 26 September 2017**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.***

## Audit Matters

- F 4107** **RESOLVED: that the Councillors' Audit Certificate for September & October 2017 and Clerk's responses, where applicable, be received. (A copy is appended.)**
- F 4108** **RESOLVED: that the Internal Auditor's Report (Interim Report no 1, 2017-2018) and Clerk's comments be received.**
- F 4109** **RESOLVED: that the re-appointment of Paul Hartley as Internal Auditor for Horley Town Council (remuneration unchanged) for the Financial Year 2018-2019 be approved.**
- F 4110** Cllr Olliver advised that Smaller Authorities Audit Appointments Ltd had appointed PKF Littlejohn LLP as External Auditor for Surrey for the period 2017-2022. He added that there would be no increase in the fees charged for their services.

**RESOLVED: noted.**

### **F 4111** Financial Reports for September 2017

**RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Receipts List totalling £195,596.35 (no VAT)  
(Includes Precept payment of £189,428.50 from RBBC)**
- iii) Payments List totalling £19,085.03 plus VAT (£19,570.50)**

### Financial Reports for October 2017

**F 4112** **RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Receipts List totalling £3,551.80 plus VAT (£10,293.38)  
(Includes VAT refund of £6,741.58)**
- iii) Payments List totalling £43,769.08 plus VAT (£47,685.67)**
- iv) Summary of Receipts and Payments compared with Estimates**

**F 4113** **RESOLVED: that £1,950 (Gatwick Greenspace Partnership subscription) be moved from cost code 113 (Other Grants) to cost code 55 (Subscriptions & Licences).**

### **F 4114** Communications

Members were updated on the meeting of the Communications Sub-Committee held earlier. Cllr Baird told members that the 2018 Town Guide would be ready for delivery in January. It had been agreed to feature a Community Group in each edition of the Council's e Newsletter. He explained that the Sub-Committee was continuing to consider the implications of the General Data Protection Regulations (GDPR),

- F 4114)** scheduled to take effect from 25 May 2018. Discussion about the Horley Calendar would resume early in 2018.

**RESOLVED: noted.**

**Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**

- F 4115** Cllr Olliver reported that he had recently attended meetings of Surrey ALC, Surrey & Sussex ALC and SERCAF (South East Region County Association Forum). It was noted that both he and Cllr George had attended the recent Surrey ALC Annual General Meeting and Conference, where Cllr Olliver had been re-elected the Surrey ALC Chairman for a further year. Cllr Olliver added that he had also attended the NALC Annual Conference, where it had become clear that there was still much confusion surrounding the planned introduction of GDPR, mainly because the Bill was still passing through Parliament.

**RESOLVED: noted.**

- F 4116** The Clerk advised that the Town Council's Surrey ALC subscription for 2018/2019 would remain at £1,650 and the NALC subscription would be £1,267, an increase of 1.9%.

**RESOLVED: noted.**

- F 4117** Horley Edmonds Fund

**RESOLVED: that receipt be noted of the Quarter 2 Fund Statement for April – September 2017. (A copy is appended.)**

- F 4118** Legionella Control

**RESOLVED: that the quotation from Water Environment Treatment Ltd to carry out Quarterly Monitoring at the Innes Pavilion and the Town Council Offices and to provide Legionella training and Thermometer Supply, for the total sum of £930 plus VAT, be approved.**

- F 4119** Security Matters

The Clerk told members that he planned to meet soon with a representative of Smartguard Security, following the transfer of security patrols and Alarm/CCTV work to Smartguard Security and Innovation Fire & Security Ltd, after Lion Security Services & Systems Ltd had ceased trading at the end of September.

**RESOLVED: that competitive quotations for security related works be sought in due course.**

## **Town Council Insurance**

- F 4120** The Deputy Clerk told members that WPS Insurance Brokers had advised that Royal & Sun Alliance would be the new insurer of their Council Guard Scheme, with effect from January 2018, replacing Aviva Insurance Plc. She added that any existing Long Term Agreement, such as the Town Council's, would be honoured by Aviva.

**RESOLVED: noted.**

- F 4121** **RESOLVED: that receipt be noted of £164.10, being the Low Claims Rebate for 2016/2017, which had been received from WPS Insurance Brokers.**

- F 4122** **Innes Pavilion Improvements**

**RESOLVED: that the quotation from Precision Electrical to supply and install improved lighting in the main Pavilion, for the sum of £1,000, be approved.**

- F 4123** **Telephone System Maintenance Contract**

It was noted that the Maintenance Contract with Tritel Communications had been renewed for the annual sum of £250 plus VAT.

**RESOLVED: noted.**

- F 4124** **Website Hosting**

**RESOLVED: that the renewal of the Hosting Package by Jarrett & Lam, for the annual sum of £795 plus VAT, be approved.**

- F 4125** **Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the HATs Christmas Fair on 2 December and Carol Service & Refreshments on 16 December (donations and assistance gratefully received!).**

- F 4126** **Confidential Business**

**RESOLVED: that, "in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."**

**Town Council Estimates & Precept 2018/2019**

**CONFIDENTIAL**

- F 4127** Members agreed Estimates & Precept for 2018/2019, for recommendation to Full Council on 12 December 2017.

**Meeting Closed at 8.42 pm. Date of Next Meeting: 23 January 2018**

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

**September & October 2017**

We consider that the accounts have/~~have not~~ been properly maintained during the period in question.

Observations (Councillors)	Clerk's action
USBC Bank account statements not in Aug, <del>July</del> signed between April+Aug.	Actioned - now signed
Name: Helen Kitajewski	Signature:
Signature: <i>H Kitajewski</i>	<i>C Fenton</i>
Name: <i>Richard Bagg</i>	
Signature: <i>John Bagg</i>	
Date: 20-11-17	Date 21/11/17

**HORLEY TOWN COUNCIL**

**INTERNAL AUDIT 2017-2018**

**Interim report No. 1**

I visited the Town Council Office on 14th November 2017 to commence the Internal Audit process for the year 2017-2018. Further visits will be made to continue the process, concentrating particularly on the budget process, payment and income procedures, and risk management. A final visit to complete the Annual Return will be made after the end of the financial year.

The comments below are in the order of the headings in Section 4 of the Annual Return.

Recommendations are shown **in bold and underlined**, and any responses received from Council will be added in *italics*.

**A. BOOKS OF ACCOUNT**

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made regularly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 30<sup>th</sup> September 2017.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for Innes Pavilion roof should be completely repaid in November 2018.

**B. FINANCIAL REGULATIONS**

Standing Orders and Financial Regulations are reviewed annually and broadly follow the latest NALC models. F/Regs were updated at April 2017 to reflect latest legislative requirements.

Council is authorised to use the general Power of Competence, and as such, use of S.137 is no longer be required. Potential change of qualified Clerk is allowed for in the scheme.

**C. RISK MANAGEMENT**

Full requirements to be considered.

**Legionella testing for Council's properties, as recommended last year, is in hand.**

**HTC: Quotation for testing received and will be considered by F&GP 21.11.17**

**D. BUDGET & PRECEPT**

The Budget process for 2018-2019, with projections for a further three years, is in course of consideration. Impact of increased tax base following developments in the Town Council area, together with changes to Council Tax Support Grant and continuation of Double Taxation Relief are being taken into account.

A full range of options for budget setting, including use of Reserves for anticipated projects, including Playground replacements was discussed.

#### **E. INCOME**

All tariffs were reviewed for 2017-2018, but generally remain unchanged to stay competitive.

Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required. VAT is charged as appropriate.

**The possibility of using a “sales invoice” process on the accounts system, rather than a separate XL spreadsheet for income expected is to be investigated.**

Any cash received is kept in a safe, or banked immediately if large sums involved.

One-off hirers pay a security deposit which is held unbanked until hire is satisfactorily completed.

**The weekly market stalls rent is collected by Members, but the amount concerned is minimal and the viability of the market is to be reviewed in February 2018.**

#### **F. PETTY CASH**

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly. However, little use is now made of the cash facility, as Council now uses two pre-paid debit cards each pre-loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

#### **G. PAYROLL**

Payroll is carried out in-house using Sage, and HMRC processes including RTI are properly followed.

Staff are paid in accordance with SCP bands on the NALC/SLCC scale.

**Following recent staff changes, a further review of SCP's /salaries will take place early in 2018.**

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

**Training records are kept, but need updating to reflect 2017 attendances.**

**Staff appraisals which were not carried out in 2016 are now due.**

Pension contributions have been revised downwards following review by County Council.

Members Allowance scheme has not been adopted, although this is being considered currently.

#### **H. ASSETS & INVESTMENTS**

The Asset Register was updated in March 2016 in line with recommendations made in 2016-2017, and is a comprehensive document detailing acquisition cost, disposal details, insurance values, and provision for physical check by members. **A fuller check will be made in Spring 2018.**

#### **I. BANK RECONCILIATIONS**

Reconciliations of all accounts are carried out monthly, and are checked by a panel of Members prior to F&GP Committee meetings approximately every 6 weeks.

**It was noted that not all recent checks have included initials by Members on Bank Statements to certify they have seen evidence of Council's investments.**

#### **J. YEAR END ACCOUNTS**

To be considered after 31/3/2018.

#### **OTHER ITEMS**

**A schedule of key dates for renewals, reviews and other essential actions is in hand. This is particularly important with the forthcoming change of Town Clerk, and will be checked at a future visit..**

Paul Hartley  
Internal Auditor  
16 November 2017



### Horley Town Council

<b>Bank Reconciliation at 30/09/2017</b>			
	<b>Cash in Hand 01/04/2017</b>		
			372,905.32
	<b>ADD</b>		
	Receipts 01/04/2017 - 30/09/2017		471,981.23
			844,886.55
	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 30/09/2017		276,028.90
<b>A</b>	<b>Cash in Hand 30/09/2017</b> (per Cash Book)		<b>568,857.65</b>
<hr/>			
	<b>Cash in hand per Bank Statements</b>		
	Cash 30/09/2017	150.00	
	HSBC Current 30/09/2017	29,442.37	
	HSBC Deposit 30/09/2017	836.16	
	HSBC Payroll 30/09/2017	860.26	
	Barclays 10 Day 30/09/2017	163,663.84	
	Nationwide Intl 30/09/2017	22,066.35	
	Barclays Direct Access 30/09/2017	50,710.80	
	FairFX Bank Debit Card 30/09/2017	962.10	
	Handelsbanken 30/09/2017	300,165.77	
			<b>568,857.65</b>
	Less unrepresented cheques As attached		0.00
			568,857.65
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>568,857.65</b>
<hr/>			
	<b>A = B Checks out OK</b>		

# SEPTEMBER 2017

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
159 Football Pitches	01/09/2017		HSBC Current		Football pitch hire	Border Wanderers FC	E	93.84	0.00	93.84
160 Football Pitches	01/09/2017		HSBC Current		Football pitch hire	Horley Amateur FC	E	350.52	0.00	350.52
161 Football Pitches	04/09/2017		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	112.41	0.00	112.41
162 Utilities	07/09/2017		HSBC Current		Gas supply refund	British Gas	E	2,004.21	0.00	2,004.21
163 Edmonds Hall	07/09/2017		HSBC Current		Hall Hire Fee	Hobgoblin Theatre Group	E	35.00	0.00	35.00
164 Innes Pavilion	07/09/2017		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
165 Event Income	07/09/2017		HSBC Current		Horley Recreation Ground - Ba	Kickboxing - S Reynolds	E	40.00	0.00	40.00
166 Edmonds Hall	11/09/2017		HSBC Current		Hall Hire Fee	Pilates - Kathy Genard	E	92.00	0.00	92.00
167 Football Pitches	14/09/2017		HSBC Current		Football pitch hire	RH123 FC	E	132.14	0.00	132.14
168 Event Income	14/09/2017		HSBC Current		Banner Display	Dance Mania - Debbie Axon	E	80.00	0.00	80.00
169 Saturday Market	19/09/2017		HSBC Current		Market Income	Various	E	40.00	0.00	40.00
170 Edmonds Hall	19/09/2017		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	240.00	0.00	240.00
171 Edmonds Hall	19/09/2017		HSBC Current		Hall Hire Fee	RCCG Church	E	32.00	0.00	32.00
172 Event Income	19/09/2017		HSBC Current		Horley Recreation Ground	Circus	E	1,200.00	0.00	1,200.00
173 Edmonds Hall	19/09/2017		HSBC Current		Hall Hire Fee	Tai-Chi	E	58.00	0.00	58.00
174 Edmonds Hall	19/09/2017		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
175 Edmonds Hall	19/09/2017		HSBC Current		Hall Hire Fee	Art Class	E	123.00	0.00	123.00
176 Church Rd Allotments	19/09/2017		HSBC Current		Allotment Rent	Various	E	35.00	0.00	35.00
177 Horley/South & SE in Bloom	20/09/2017		HSBC Current		Horley in Bloom Awards	MAD Ideas	E	190.00	0.00	190.00
178 Edmonds Hall	26/09/2017		HSBC Current		Hall Hire Fee	Chenealers School of Dance	E	270.00	0.00	270.00
179 Edmonds Hall	29/09/2017		HSBC Current		Hall Hire Fee	Various	E	80.00	0.00	80.00
180 Precept	21/09/2017		HSBC Current		Precept	Reigate & Banstead Borough	E	189,428.50	0.00	189,428.50
181 Bank Interest	28/09/2017		Handelsbanken		Bank interest	HANDELSBANKEN	Z	45.65	0.00	45.65
182 Bank Interest	01/09/2017		HSBC Deposit		Bank interest	HSBC	Z	0.08	0.00	0.08
<b>Total</b>								<b>195,596.35</b>	<b>0.00</b>	<b>195,596.35</b>

# SEPTEMBER 2017

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
277	01/09/2017		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
278	01/09/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	75.00	0.00	75.00
279	01/09/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	56.00	0.00	56.00
280	04/09/2017		HSBC Current		IT Maintenance	Zen Internet	S	9.56	1.91	11.47
281	04/09/2017		HSBC Current		Electricity supply	British Gas	X	241.40	12.07	253.47
282	05/09/2017		HSBC Current		Gas supply	British Gas	X	41.70	2.08	43.78
283	06/09/2017		HSBC Current		Cleaning	Asbit	S	131.38	26.28	157.66
284	06/09/2017		HSBC Current		Cleaning	Asbit	S	95.66	19.13	114.79
285	06/09/2017		HSBC Current		PAYE	HMRC	Z	2,048.00	0.00	2,048.00
286	06/09/2017		HSBC Current		NIC Employer	HMRC	Z	1,074.05	0.00	1,074.05
287	06/09/2017		HSBC Current		NIC Employee	HMRC	Z	521.28	0.00	521.28
288	06/09/2017		HSBC Current		Legal and professional fees	HR Services Partnership	S	612.98	122.60	735.58
289	06/09/2017		HSBC Current		Office Supplies & Equipment	Roy Martin	Z	53.98	0.00	53.98
290	06/09/2017		HSBC Current		SCC Pension Employee	Prudential LGAVC	Z	200.00	0.00	200.00
291	06/09/2017		HSBC Current		Maintenance & Repairs	Seldons Locksmiths	S	12.50	2.50	15.00
292	06/09/2017		HSBC Current		Horley/South & SE in Bloom	South & South East in Bloom	Z	125.00	0.00	125.00
293	06/09/2017		HSBC Current		Horley/South & SE in Bloom	Staywell Regent House	Z	120.00	0.00	120.00
294	06/09/2017		HSBC Current		SCC Pension Employee	Surrey Pension Fund	Z	1,789.68	0.00	1,789.68
295	06/09/2017		HSBC Current		SCC Pension Employee	Surrey Pension Fund	Z	790.50	0.00	790.50
296	08/09/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
297	11/09/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	21.27	4.25	25.52
298	11/09/2017		HSBC Current		Bank charges	HSBC	X	105.60	7.20	112.80
299	15/09/2017		HSBC Current		Photocopying	SOS Systems Ltd	S	270.54	54.11	324.65
300	16/09/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
301	18/09/2017		HSBC Current		Bank charges	Global Payments	X	58.27	0.00	58.27
302	21/09/2017		HSBC Current	104377	Horley/South & SE in Bloom	HTC	Z	755.00	0.00	755.00
303	25/09/2017		HSBC Current		Utilities	British Gas	X	185.00	0.00	185.00
304	26/09/2017		HSBC Current		Cleaning of hall and office	Asbit	S	156.60	31.32	187.92
305	26/09/2017		HSBC Current		Cleaning of hall and office	Asbit	S	85.66	17.13	102.79
306	26/09/2017		HSBC Current		Cleaning of hall and office	Asbit	S	187.04	37.41	224.45
307	26/09/2017		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
308	26/09/2017		HSBC Current		Maintenance & Repairs	L&C Installations	S	195.60	39.12	234.72
309	26/09/2017		HSBC Current		Security Patrols	Lion Security	S	54.00	10.80	64.80
310	26/09/2017		HSBC Current		Security Patrols	Lion Security	S	200.00	40.00	240.00
311	26/09/2017		HSBC Current		Office Supplies & Equipment	Roy Martin	Z	11.20	0.00	11.20
312	26/09/2017		HSBC Current		Football Pitches	Kickboxing - S Reynolds	Z	145.00	0.00	145.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
313 Communications	29/09/2017		HSBC Current		Telephone charges	BT	Z	120.56	0.00	120.56	
314 Horley/South & SE in Bloom	01/09/2017		FairFX Bank Debit Car		Photo Frames	Amazon	S	20.83	4.16	24.99	
315 IT	04/09/2017		FairFX Bank Debit Car		Subscription	IDrive	S	38.99	7.80	46.79	
316 Maintenance & Repairs	05/09/2017		FairFX Bank Debit Car		Keys	Dapper Shoes	Z	21.00	0.00	21.00	
317 Rates	07/09/2017		FairFX Bank Debit Car		Water Rates	Castle Water	Z	31.95	0.00	31.95	
318 IT	10/09/2017		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95	
319 Office Supplies & Equipment	11/09/2017		FairFX Bank Debit Car		Office supplies	Amazon	Z	32.99	0.00	32.99	
320 Office Supplies & Equipment	19/09/2017		FairFX Bank Debit Car		Office supplies	Amazon	Z	11.40	0.00	11.40	
321 Horley/South & SE in Bloom	29/09/2017		FairFX Bank Debit Car		Horley in Bloom Awards	Dapper Shoes	Z	181.75	0.00	181.75	
322 Horley/South & SE in Bloom	29/09/2017		FairFX Bank Debit Car		Horley in Bloom Awards	Waitrose	Z	36.53	0.00	36.53	
323 Horley/South & SE in Bloom	29/09/2017		FairFX Bank Debit Car		Horley in Bloom Awards	Waitrose	Z	41.47	0.00	41.47	
324 IT	08/09/2017		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40	
325 Net Salaries	28/09/2017		HSBC Payroll		Salaries	Horley Town Council	Z	7,763.76	0.00	7,763.76	
<b>Total</b>									<b>19,085.03</b>	<b>485.47</b>	<b>19,570.50</b>

### Horley Town Council

<b>Bank Reconciliation at 31/10/2017</b>			
	Cash in Hand 01/04/2017		372,905.32
	<b>ADD</b>		
	Receipts 01/04/2017 - 31/10/2017		482,274.61
	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 31/10/2017		855,179.93
			323,714.57
<b>A</b>	<b>Cash in Hand 31/10/2017</b> (per Cash Book)		<b>531,465.36</b>
	Cash in hand per Bank Statements		
	Cash 31/10/2017	150.00	
	HSBC Current 31/10/2017	11,941.37	
	HSBC Deposit 31/10/2017	836.16	
	HSBC Payroll 31/10/2017	1,295.90	
	Barclays 10 Day 31/10/2017	0.00	
	Nationwide Intl 31/10/2017	22,066.35	
	Barclays Direct Access 31/10/2017	64,374.64	
	FairFX Bank Debit Card 31/10/2017	521.09	
	Handelsbanken 31/10/2017	430,279.85	
			<b>531,465.36</b>
	Less unrepresented cheques As attached		0.00
			531,465.36
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>531,465.36</b>
	<b>A = B Checks out OK</b>		

OCTOBER 2017

1 December 2017 (2017-2018)

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
185 Football Pitches	02/10/2017		HSBC Current		Football pitch hire	Border Wanderers FC	E	93.84	0.00	93.84
186 Football Pitches	02/10/2017		HSBC Current		Football pitch hire	Horley Amateur FC	E	350.52	0.00	350.52
187 Football Pitches	03/10/2017		HSBC Current		Football pitch hire	Horley Athletic	E	143.00	0.00	143.00
188 Football Pitches	03/10/2017		HSBC Current		Football pitch hire	Horley Athletic	E	111.00	0.00	111.00
189 Edmonds Hall	02/10/2017		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggin	E	125.00	0.00	125.00
190 Edmonds Hall	02/10/2017		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggin	E	100.00	0.00	100.00
191 Football Pitches	04/10/2017		HSBC Current		Football pitch hire	Horley Town FC	E	245.72	0.00	245.72
192 Section 136 LGA	09/10/2017		HSBC Current		RBBC Grant	Reigate & Banstead Bor	E	266.40	0.00	266.40
193 Edmonds Hall	10/10/2017		HSBC Current		Hall Hire Fee	Pointe School of Dance	E	54.00	0.00	54.00
194 Edmonds Hall	12/10/2017		HSBC Current		Hall Hire Fee	Pointe School of Dance	E	208.00	0.00	208.00
195 Edmonds Hall	25/10/2017		HSBC Current		Hall Hire Fee	Pointe School of Dance	E	104.00	0.00	104.00
196 Innes Pavilion	12/10/2017		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
197 Event Income	12/10/2017		HSBC Current		Horley Recreation Ground	Kickboxing - S Reynolds	E	40.00	0.00	40.00
198 Football Pitches	12/10/2017		HSBC Current		Football pitch hire	RH123 FC	E	132.14	0.00	132.14
199 Edmonds Hall	13/10/2017		HSBC Current		Hall Hire Fee	Various	E	80.00	0.00	80.00
200 Edmonds Hall	18/10/2017		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
201 Edmonds Hall	18/10/2017		HSBC Current		Hall Hire Fee	RCCG Church	E	22.00	0.00	22.00
202 Saturday Market	18/10/2017		HSBC Current		Market Income	Various	E	40.00	0.00	40.00
203 Edmonds Hall	19/10/2017		HSBC Current		Hall Hire Fee	Art Class	E	205.00	0.00	205.00
204 Edmonds Hall	19/10/2017		HSBC Current		Hall Hire Fee	Tai-Chi	E	58.00	0.00	58.00
205 Football Pitches	19/10/2017		HSBC Current		Football pitch hire	Perrywood FC	E	35.00	0.00	35.00
206 Event Income	19/10/2017		HSBC Current		Banner Display	Horley Cricket Club	E	30.00	0.00	30.00
207 Insurance	19/10/2017		HSBC Current		Insurance	WPS Insurance Ltd	E	164.10	0.00	164.10
208 Vat repayments	24/10/2017		HSBC Current		Vat Refund	HMRC	R	0.00	6,741.58	6,741.58
209 Bank Interest	31/10/2017		Handelsbanken		Bank interest	HANDELSBANKEN	E	114.08	0.00	114.08
<b>Total</b>								<b>3,551.80</b>	<b>6,741.58</b>	<b>10,293.38</b>

# OCTOBER 2017

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
326	02/10/2017		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
327	02/10/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	75.00	0.00	75.00
328	02/10/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	56.00	0.00	56.00
329	04/10/2017		HSBC Current		Cleaning	Asbit	S	168.54	33.71	202.25
330	11/10/2017		HSBC Current		Cleaning	Asbit	S	149.32	29.86	179.18
331	12/10/2017		HSBC Current		Cleaning	Asbit	S	149.32	29.86	179.18
332	25/10/2017		HSBC Current		Cleaning	Asbit	S	218.44	43.69	262.13
333	27/10/2017		HSBC Current		Cleaning	Asbit	S	168.54	33.71	202.25
334	04/10/2017		HSBC Current		Edmonds Hall - returned depo:	Cheneles School of Dance	E	100.00	0.00	100.00
335	04/10/2017		HSBC Current		Legal and professional fees	Copeland Yussuf LLP	X	6,920.00	1,160.00	8,080.00
336	04/10/2017		HSBC Current		PAYE	HMRC	Z	2,017.00	0.00	2,017.00
337	04/10/2017		HSBC Current		NI Employer	HMRC	Z	1,106.07	0.00	1,106.07
338	04/10/2017		HSBC Current		NI Employee	HMRC	Z	549.12	0.00	549.12
339	04/10/2017		HSBC Current		Legal and professional fees	HR Services Partnership	S	300.00	60.00	360.00
340	04/10/2017		HSBC Current		SCC Pension Employer	Prudential LGAVC	E	575.00	0.00	575.00
341	04/10/2017		HSBC Current		SCC Pension Employer	Surrey Pension Fund	E	1,827.02	0.00	1,827.02
342	04/10/2017		HSBC Current		SCC Pension Employer	Surrey Pension Fund	E	805.57	0.00	805.57
343	04/10/2017		HSBC Current		Horley/South & SE in Bloom	Twin Peaks Sandwich Bar	S	424.00	84.80	508.80
344	05/10/2017		HSBC Current		IT	Micro Maintenance Ltd.	S	165.00	33.00	198.00
345	09/10/2017		HSBC Current	DD	Maintenance Contracts	British Gas Commercial	X	70.24	0.00	70.24
346	09/10/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
347	11/10/2017		HSBC Current		Baskets and planting	Amethyst Horticulture	S	500.00	100.00	600.00
348	11/10/2017		HSBC Current		Legal and professional fees	Horley Baptist Church	E	24.80	0.00	24.80
349	11/10/2017		HSBC Current		Audit fees	BDO LLP	S	1,000.00	200.00	1,200.00
350	11/10/2017		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
351	11/10/2017		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
352	11/10/2017		HSBC Current		Tree Surgery	Burleys	S	528.00	105.60	633.60
353	11/10/2017		HSBC Current		Stationery	Don Ruffles Ltd.	S	25.68	5.14	30.82
354	11/10/2017		HSBC Current		Stationery	Don Ruffles Ltd.	S	37.18	7.44	44.62
355	11/10/2017		HSBC Current		Security Patrols	Lion Security	S	54.00	10.80	64.80
356	11/10/2017		HSBC Current		Security Patrols	Lion Security	S	200.00	40.00	240.00
357	11/10/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	21.27	4.25	25.52
358	12/10/2017		HSBC Current		Tree Surgery	Heathlands Tree Care	Z	400.00	0.00	400.00
359	13/10/2017		HSBC Current		Bank charges	HSBC	X	48.92	4.80	53.72
360	17/10/2017		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
361	17/10/2017		HSBC Current		Bank charges	Global Payments	X	53.57	4.70	58.27

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
362	18/10/2017		HSBC Current	104378	Horley in Bloom Awards	HTC	Z	35.00	0.00	35.00
363	24/10/2017		HSBC Current		Gas supply	British Gas	Z	185.00	0.00	185.00
364	25/10/2017		HSBC Current		Edmonds Hall - returned depo:	Tai-Chi	Z	71.00	0.00	71.00
365	25/10/2017		HSBC Current		Stationery	Don Ruffies Ltd.	S	14.95	2.99	17.94
366	25/10/2017		HSBC Current		Stationery	Don Ruffies Ltd.	S	37.18	7.44	44.62
367	25/10/2017		HSBC Current		Fire Extinguisher Maintenance	Fire Protection Services Ltd	S	54.90	10.98	65.88
368	25/10/2017		HSBC Current		Legal and professional fees	HR Services Partnership	S	300.00	60.00	360.00
369	25/10/2017		HSBC Current		IT Hardware	Micro Maintenance Ltd.	S	489.00	97.80	586.80
370	25/10/2017		HSBC Current		Memorial Gardens	Royal British Legion	Z	300.00	0.00	300.00
371	25/10/2017		HSBC Current		Clir Expenses	SSALC Ltd	S	40.00	8.00	48.00
372	27/10/2017		HSBC Current		Langshott Maintenance	Britannia Crest	S	250.00	50.00	300.00
373	27/10/2017		HSBC Current		Church Rd Maintenance	Britannia Crest	S	250.00	50.00	300.00
374	27/10/2017		HSBC Current		PAYE	HMRC	Z	2,016.40	0.00	2,016.40
375	27/10/2017		HSBC Current		NI Employee	HMRC	Z	549.12	0.00	549.12
376	27/10/2017		HSBC Current		NI Employer	HMRC	Z	1,106.07	0.00	1,106.07
377	27/10/2017		HSBC Current		SCC Pension Employer	Prudential LGAVC	Z	575.00	0.00	575.00
378	27/10/2017		HSBC Current		SCC Pension Employer	Surrey Pension Fund	Z	1,827.02	0.00	1,827.02
379	27/10/2017		HSBC Current		SCC Pension Employer	Surrey Pension Fund	Z	805.57	0.00	805.57
380	31/10/2017		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	173.25	34.65	207.90
381	27/10/2017		HSBC Payroll		Salaries	HTC	E	7,764.36	0.00	7,764.36
383	04/10/2017		FairFX Bank Debit Car		Postage	Post Office	E	32.50	0.00	32.50
384	06/10/2017		FairFX Bank Debit Car		Data Protection	HR Services Partnership	S	120.00	24.00	144.00
385	09/10/2017		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
386	09/10/2017		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
387	09/10/2017		FairFX Bank Debit Car		Office supplies	Amazon	S	25.17	5.03	30.20
388	25/10/2017		FairFX Bank Debit Car		Health & Safety	Amazon	S	79.98	16.00	95.98
389	27/10/2017		FairFX Bank Debit Car		Office supplies & Equipment	Amazon	Z	11.98	0.00	11.98
<b>Total</b>								<b>43,769.08</b>	<b>3,916.59</b>	<b>47,685.67</b>



## Horley Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre PRECEPT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
1 Precept	332,863.00	332,863.00					
<b>SUB TOTAL</b>	<b>332,863.00</b>	<b>332,863.00</b>					

#### Cost Centre INCOME

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
2 Bank Interest	750.00	541.67	-208				-208
3 Section 136 LGA	35,400.00	36,020.40	620				620
5 Devolved Powers							
6 Council Tax Support Grant	10,240.00	10,240.00					
<b>SUB TOTAL</b>	<b>46,390.00</b>	<b>46,802.07</b>	<b>412</b>				<b>412</b>

#### Cost Centre LETTINGS AND RENT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
7 Edmonds Hall	18,000.00	8,108.64	-9,891		265.00	-265	-10,156
8 Football Pitches	10,000.00	2,332.68	-7,667		145.00	-145	-7,812
9 Church Rd Allotments	3,200.00	65.00	-3,135				-3,135
10 Langshott Allotments	3,500.00	3,831.12	331				331
11 Bowls Club	251.00	251.00					
12 Innes Pavilion	9,000.00	5,250.00	-3,750				-3,750
13 Saturday Market		340.00	340				340
14 Event Income	5,000.00	4,380.00	-620				-620
15 Meeting Room	220.00	220.00					
16 Edmonds Hall Deposits		100.00	100		571.00	-571	-471
17 Football Pitch Deposits					873.92	-874	-874
<b>SUB TOTAL</b>	<b>49,171.00</b>	<b>24,878.44</b>	<b>-24,293</b>		<b>1,854.92</b>	<b>-1,855</b>	<b>-26,147</b>

#### Cost Centre OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
19 Stationery				2,000.00	634.69	1,365	1,365
20 Courier & Postage				400.00	32.50	368	368
21 Office Supplies & Equipment				1,200.00	887.93	312	312
22 Photocopying	80.00		-80	4,500.00	1,724.67	2,775	2,695
23 IT				6,000.00	4,061.44	1,939	1,939
24 Website				2,000.00	300.00	1,700	1,700
25 Communications		75.60	76	1,800.00	572.43	1,228	1,303
26 Environment Campaign							
<b>SUB TOTAL</b>	<b>80.00</b>	<b>75.60</b>	<b>-4</b>	<b>17,900.00</b>	<b>8,213.66</b>	<b>9,686</b>	<b>9,682</b>

#### Cost Centre SALARIES AND PENSIONS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
30 Net Salaries				128,000.00	53,455.88	74,544	74,544
31 PAYE				22,000.00	16,046.00	5,954	5,954
32 NI Employee				3,800.00	3,898.08	-98	-98
33 NI Employer				10,600.00	8,272.66	2,327	2,327
34 SCC Pension Employee				10,200.00	6,979.83	3,220	3,220
35 SCC Pension Employer				40,800.00	12,739.03	28,061	28,061
<b>SUB TOTAL</b>				<b>215,400.00</b>	<b>101,391.48</b>	<b>114,009</b>	<b>114,009</b>

## Horley Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre OFFICE MAINTENANCE & REPAIR

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
38 Maintenance & Repairs				3,000.00	1,162.99	1,837	1,837
39 Cleaning of hall and office				8,300.00	4,807.29	3,493	3,493
40 Utilities		2,004.21	2,004	5,000.00	5,048.41	-48	1,956
41 Rates				4,500.00	539.58	3,960	3,960
42 Maintenance Contracts				2,300.00	742.20	1,558	1,558
43 Window Cleaning				600.00	220.00	380	380
44 Security Alarm system					40.00	-40	-40
45 Fire Equipment & H & S				1,060.00	54.90	1,005	1,005
46 Market rates and utilities							
<b>SUB TOTAL</b>		<b>2,004.21</b>	<b>2,004</b>	<b>24,760.00</b>	<b>12,615.37</b>	<b>12,145</b>	<b>14,149</b>

#### Cost Centre GENERAL

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
50 Public Works Loan Board				19,545.00	9,772.46	9,773	9,773
51 Bank charges				1,350.00	765.81	584	584
52 Insurance		164.10	164	7,100.00	6,960.56	139	304
53 Legal and professional fees				2,250.00	8,224.06	-5,974	-5,974
54 Audit fees				2,200.00	1,804.00	396	396
55 Subscriptions & Licences				6,800.00	4,597.42	2,203	2,203
56 Advertising							
57 Newsletter				400.00	133.00	267	267
58 Town Guide				500.00		500	500
59 Presentation Badges							
60 Election Expenses							
61 QPS							
62 Chairman's Allowance				400.00		400	400
63 Cllr Expenses				250.00	151.94	98	98
64 Cllr Training				750.00		750	750
65 Staff Expenses				500.00		500	500
66 Staff Training				1,000.00	448.40	552	552
137 Langshott Legal fees							
138 Gatwick Consultancy							
<b>SUB TOTAL</b>		<b>164.10</b>	<b>164</b>	<b>43,045.00</b>	<b>32,857.65</b>	<b>10,187</b>	<b>10,351</b>

#### Cost Centre GROUNDS MAINTENANCE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
70 Contractors' Maint (HTC)				46,500.00	27,743.58	18,756	18,756
71 Contractors' Maint (Agency)				1,700.00		1,700	1,700
72 Playground Inspections				7,700.00	1,652.00	6,048	6,048
73 Playground Repairs				8,500.00	2,126.00	6,374	6,374
74 Litter Bins				400.00		400	400
75 Signage				1,500.00	765.00	735	735
76 Pest Control				520.00		520	520
77 Tree Surgery				7,000.00	1,478.00	5,522	5,522
125 Project Expenditure					61,400.00	-61,400	-61,400
126 Himalayan Balsam				500.00		500	500
<b>SUB TOTAL</b>				<b>74,320.00</b>	<b>95,164.58</b>	<b>-20,845</b>	<b>-20,845</b>

## Horley Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre HORLEY RECREATION GROUND

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
79 Memorial Gardens				4,500.00	600.00	3,900	3,900
80 Ornamental Gardens				1,500.00		1,500	1,500
81 Skatepark & MUGA		30,000.00	30,000				30,000
82 Footpaths & Car park							
123 Grounds				2,000.00		2,000	2,000
<b>SUB TOTAL</b>		<b>30,000.00</b>	<b>30,000</b>	<b>8,000.00</b>	<b>600.00</b>	<b>7,400</b>	<b>37,400</b>

#### Cost Centre COURT LODGE/INNES PAVILION

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
86 Football pitches/Grounds				1,000.00	85.02	915	915
87 Buildings				6,000.00	5,978.61	21	21
88 Utilities				2,500.00	1,011.52	1,488	1,488
89 Lease of land				1.00	1.00		
124 Football Pavillion Cleaning				2,025.00	473.10	1,552	1,552
127 Loans & Grants							
128 Roof							
129 Innes PWLB Repayment				14,718.00	7,359.06	7,359	7,359
130 Refurbishment							
131 Maintenance Contracts				820.00	528.10	292	292
132 Innes Communications				288.00		288	288
133 Rates				2,000.00		2,000	2,000
134 Security Patrols				1,500.00	156.00	1,344	1,344
135 Insurance							
139 Innes Cleaning					79.98	-80	-80
<b>SUB TOTAL</b>				<b>30,852.00</b>	<b>15,672.39</b>	<b>15,180</b>	<b>15,180</b>

#### Cost Centre MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
91 Rates & Utilites				700.00	410.36	290	290
121 Buildings and Grounds				1,550.00		1,550	1,550
140 Scout Hut Demolition							
<b>SUB TOTAL</b>				<b>2,250.00</b>	<b>410.36</b>	<b>1,840</b>	<b>1,840</b>

#### Cost Centre EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
95 Grounds				500.00		500	500
<b>SUB TOTAL</b>				<b>500.00</b>		<b>500</b>	<b>500</b>

#### Cost Centre ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
96 Langshott Maintenance		4,907.73	4,908		651.67	-652	4,256
97 Church Rd Maintenance				1,700.00	250.00	1,450	1,450
98 Church Rd Utilities				450.00		450	450
99 Langshott Utilities				900.00		900	900
<b>SUB TOTAL</b>		<b>4,907.73</b>	<b>4,908</b>	<b>3,050.00</b>	<b>901.67</b>	<b>2,148</b>	<b>7,056</b>

#### Cost Centre TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend

## Horley Town Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

100	Baskets and planting	1,000.00	725.00	-275	8,500.00	9,092.25	-592	-867
101	Horley/South & SE in Bloom		1,065.00	1,065	2,100.00	2,412.33	-312	753
102	Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>1,790.00</b>	<b>790</b>	<b>12,500.00</b>	<b>11,504.58</b>	<b>995</b>	<b>1,785</b>

#### Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
105	Security Patrols				2,600.00	2,559.00	41	41
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	55.00	2,045	2,045
108	CCTV Broadband Connection:					566.57	-567	-567
<b>SUB TOTAL</b>					<b>6,250.00</b>	<b>3,180.57</b>	<b>3,069</b>	<b>3,069</b>

#### Cost Centre GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
110	Grant Award Scheme				1,000.00	500.00	500	500
111	Churchyards				6,000.00	6,000.00		
112	Cllr Initiative grants							
113	Other Grants					1,950.00	-1,950	-1,950
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>8,450.00</b>	<b>-1,450</b>	<b>-1,450</b>

#### Cost Centre VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
120	Vat repayments		6,741.58	6,742				6,742
<b>SUB TOTAL</b>			<b>6,741.58</b>	<b>6,742</b>				<b>6,742</b>

#### Cost Centre CONTINGENCY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance +/-	Under/over spend
122	Contingency		2,990.00	2,990		2,990.00	-2,990	
<b>SUB TOTAL</b>			<b>2,990.00</b>	<b>2,990</b>		<b>2,990.00</b>	<b>-2,990</b>	

<b>NET TOTAL</b>	<b>429,504.00</b>	<b>453,216.73</b>	<b>23,713</b>	<b>445,827.00</b>	<b>295,807.23</b>	<b>150,020</b>	<b>173,733</b>
<b>V.A.T.</b>		<b>29,057.88</b>			<b>27,907.34</b>		
<b>GROSS TOTAL</b>		<b>482,274.61</b>			<b>323,714.57</b>		

**Fund Holder Quarterly Statement**

**Report for the Period:** 01 April 2017 to 30 September 2017

<b>Horley Edmonds Endowment Fund</b>			
<b>Market Value of Fund at 31 March 2017</b>			<b>£121,649.79</b>
	<b>TOTAL</b>	<b>Receipts £0.00</b>	<b>Payments £0.00</b>
<b>Total Fund at 30 September 2017</b>			<b>£121,649.79</b>

<b>Grants Income &amp; Expenditure</b>			
<b>Opening Balance at 01 April 2017</b>			<b>£2,947.68</b>
		<b>Receipts</b>	<b>Payments</b>
Dividend receipts and cash distributions from Endowment Funds		£2,433.00	
Contribution to Community Foundation			£912.38
Grant Payments			£1,440.00
	<b>TOTAL</b>	<b>£2,433.00</b>	<b>£2,352.38</b>
<b>Balance available for grant making at 30 September 2017</b>			<b>£3,028.30</b>

**Statement of Grants Given**  
01 April 2017 to 30 September 2017

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
24/04/2017	Citizens Advice Reigate and Banstead	£740.00	Older Persons Advice Horley project providing advice, information and casework to 150 vulnerable older people through home visits
03/07/2017	St Wilfrid's Church, Horley	£200.00	Refurbishment of a kitchen to enable a Church to provide more community initiatives.
03/07/2017	ESRA (Employment Support Retraining Agency)	£500.00	Specialist rolling 1-1 sessions and group tuition aimed to help disadvantaged and unemployed people aged 18 and above who have had mental health issues find, return to or retain work

**3 grants given to the value of £1,440.00**