

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
info@horleysurrey-tc.gov.uk
www.horleysurrey-tc.gov.uk



AGENDA

FINANCE & GENERAL PURPOSES COMMITTEE

Date / Time: Tuesday, 17 May 2022 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Tuesday, 17 May 2022, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:	If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.
----------------------------	--

Public Forum:	<p><u>Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.</u></p>
----------------------	--

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.

To: Members of the Finance & General Purposes Committee:
Cllrs Baird, Beech, Dye, George, A. Kitajewski, H. Kitajewski, Phillips, Powell, Samantha Marshall, Simon Marshall, Marr and Saunders



HORLEY TOWN COUNCIL

Finance and General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley on Tuesday, 17 May 2022 at 7.30 pm

A G E N D A

- 1 Apologies and Reasons for Absence**
- 2. Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3. Constitution**
To agree the terms of reference
- 4. Public Forum**
- 5. Approval of Minutes**
Finance & General Purposes Committee, meeting held on 25 January 2022.
- 6. Finance Updates**
Finance & General Purposes Committee, meeting held on 25 January 2022.
- 7. Internal Audit Matters**
 - i)** To receive the Councillors' Audit Certificate for January, February and March 2022.
 - ii)** To receive the Final Internal Audit Report for 2021/22
 - iii)** To agree the Councillor Audit Rota for the year 2022/23
 - iv)** To receive an update on any other matters.
- 8. Financial Matters**
 - i)** To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to March 2022.
 - ii)** To receive the unaudited accounts for the Year 2021-22
- 9. Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)**
 - i)** To receive an update for the SALC representative.
 - ii)** NALC updates - to note information regarding the UK Shared Prosperity Fund and to follow up with RBBC once more information becomes available.
 - iii)** To receive updates on any other matters from the National and County Associations.
- 10. Environment Sub Committee**
To receive an update from the ESC Chairman on the meeting held earlier in the evening.
- 11. HTC Communications**
 - i)** To note the new arrangements for the office telephones
 - ii)** To receive any updates.

...Continued

12. HTC Operational Matters

- i) To ratify expenditure of £ 711 + VAT for laptop, laptop doc, keyboard and mouse.
- ii) To ratify the expenditure of £ 370 + VAT for the pump repair at Innes Pavilion
- iii) To note arrangements for the Gas Boiler Maintenance at Innes Pavilion
- iv) To note the leak of water at the Langshott allotments and the outcome
- v) Edmonds Hall speaker system, to receive an update

13. Insurance

To receive an update on the annual insurance review, quotation for insurance renewal due 1 June 2022 and to consider new arrangements for insurance.

14. Horley Edmonds Fund

- i) To note receipt of the Year End Statement 2021/22 from the Community Foundation for Surrey.
- ii) To receive an update on any other matters

15. Letters Received.

16. Diary Dates

17. Items for future consideration

To note any items for inclusion on any future agenda.

18. Press Release

To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 12 May 2022

Date of next meeting – 6 September 2022



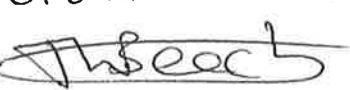
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

JANUARY 2022

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

Observations (Councillors)	Clerk/ RFO's action
Name: Robert Marr. Signature: 	Signature: 
Name: Jordan Beech Signature: 	
Date: 10 May 2022.	Date: 12/5/2022




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

FEBRUARY 2022

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

Observations (Councillors)	Clerk/ RFO's action
Name: Torder Beach Signature: 	Signature: 
Name: Robert Marr, Signature: 	
Date: 10-05-22.	Date: 12/5/2022

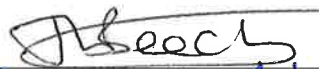


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

MARCH 2022

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

Observations (Councillors)	Clerk/ RFO's action
<p>Unable to verify the balance of the Fair FX account, as the sheet is missing</p> <p>Summary sheet for fair FX not present in audit pack.</p>	<p>Sheets now attached</p>
<p>Name: Torda Beecy</p> <p>Signature: </p>	<p>Signature: </p>
<p>Name: Robert Marr</p> <p>Signature: </p>	
<p>Date: 10/5/2022</p>	<p>Date: 12/5/2022</p>

Card list

Dept: All Card status: Any Card currency: All Include closed cards with no balance

Card number	Owner	Available	Balance	Pending	Status	Expiry	Department	Currency	Balance last updated
5339*****9478	Judy Morgan	£762.98	£762.98	£0.00	Active	01-11-2023	Finance	Sterling	05-04-2022 16:09:55
5339*****0513	Joan Walsh	£570.33	£570.33	£0.00	Active	01-03-2023		Sterling	05-04-2022 16:13:05
Currency	Count	Total balance			Total pending			Total available	
Sterling	2	£1,333.31			£0.00			£1,333.31	

MARCH 2022

Transactions

Date range start: 2022-04-01 Date range end: 2022-04-05 Show: This month User: Everyone Currency: All Card: All Credit/debit: Any Card status: Any Show Auths?

Owner	Card no	Date	Description	Client/code	Category	Notes	Credit	Debit	VAT	Net	Fee	Local currency
Judy Morgan	5339*****9478	2022-04-04	giffgaff, London, GBR					£6.00		£6.00	£0.00	
Judy Morgan	5339*****9478	2022-04-02	EMAIL BLASTER, NORTHANTS, GBR					£15.59		£15.59	£0.00	

MARCH 2022.

Transactions

Date range start: 2022-03-01 Date range end: 2022-03-31 Show: Last month User: Everyone Currency: All Card: All Credit/debit: Any Card status: Any Show Auths?

Owner	Card no	Date	Description	Client/code	Category	Notes	Credit	Debit	VAT	Net	Fee	Local currency
Judy Morgan	5339*****9478	2022-03-31	1PASSWORD, +14165461397, CAN					£312.62		£312.62	£0.00	USD 402.1900
Joan Walsh	5339*****0513	2022-03-24	Card Transfer					£200.00		£200.00	£0.00	
Judy Morgan	5339*****9478	2022-03-24	Card Transfer				£200.00					
Judy Morgan	5339*****9478	2022-03-21	giffgaff, London, GBR					£6.00		£6.00	£0.00	
Judy Morgan	5339*****9478	2022-03-21	giffgaff, London, GBR					£6.00		£6.00	£0.00	
Judy Morgan	5339*****9478	2022-03-14	ADOBE ACROPRO SUBS, ADOBE.LY/BILL, IRL					£28.64		£28.64	£0.00	
Judy Morgan	5339*****9478	2022-03-08	MSFT *<E0200HR2HZ>, MSBILL.INFO, GBR					£157.71		£157.71	£0.00	
Judy Morgan	5339*****9478	2022-03-04	giffgaff, London, GBR					£6.00		£6.00	£0.00	
Judy Morgan	5339*****9478	2022-03-03	BBITS, +441732521799, GBR					£180.00		£180.00	£0.00	
Judy Morgan	5339*****9478	2022-03-02	EMAIL BLASTER, NORTHANTS, GBR					£15.59		£15.59	£0.00	

March 2022 (2021-2022)

Horley Town Council
RECONCILIATION - FairFX Bank Debit Card

From Accounts	£1,333.31
---------------------	-----------

Payments not cashed	Add
---------------------------	-----------

Receipts not entered	Subtract
----------------------------	----------------

Statement should be	£1,333.31
----------------------------------	------------------



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/HOR001

Mrs J Walsh
Horley Town Council
The Council Offices
92 Albert Road
Horley
Surrey
RH6 7HZ

29 April 2022

Dear Joan

Re: Horley Town Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 12 November 2021 and 29 April 2022, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Horley Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A	BOOKS OF ACCOUNT (INTERIM AUDIT)	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)	3
C	RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)	6
D	BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)	6
E	INCOME (INTERIM AUDIT)	7
F	PETTY CASH (INTERIM AUDIT)	8
G	PAYROLL (INTERIM AND FINAL AUDIT)	9
H	ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)	10
I	BANK AND CASH (INTERIM AND FINAL AUDIT)	11
J	YEAR END ACCOUNTS (FINAL AUDIT)	11
K	LIMITED ASSURANCE REVIEW (FINAL AUDIT)	13
L	TRANSPARENCY (INTERIM AUDIT)	14
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS (FINAL AUDIT)	14
N	PUBLICATION REQUIREMENTS (INTERIM AUDIT)	15
O	TRUSTEESHIP (INTERIM AUDIT)	15

A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use Scribe for recording the day-to-day financial transactions of the council, although a changeover to the Rialtas Business Solutions (RBS) software package is taking place. The system is used regularly to record transactional details and provide management information reports.

The interim audit was conducted on site and the Clerk and RFO had prepared the requested information for review. Other information was reviewed on the council website and through discussion with the Clerk and RFO.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is VAT registered and completes reclaims on a quarterly basis. The last VAT reclaim was for the period 1 July to 30 September 2021 inclusive and showed a refund position of £8,499.63. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report was not qualified for 2021/22 and the Notice of Conclusion has been published on the council website. The reporting of the conclusion was an agenda item for the council meeting held on 2 November (minutes not published as at interim audit date).

I noted that the internal audit report was received by council and recorded in the minutes of the meeting held on 29 June 2021 (minute ref C5194).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of each councillor, including their Register of Interests' Forms.

Confirm that the council is compliant with the relevant transparency code

The council is following the requirements of the Local Government Transparency Code by publishing the required information, although it is in varied places on the council website and may be difficult to locate for members of the public. If the council wishes to provide full transparency for its residents, I recommend reviewing the website of West Chiltington Parish Council as an example of how to set out the information www.wcpc.org.uk/transparency/

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Leisure & Amenities, Planning & Development and Finance & General Purposes. There are also sub-committees and advisory committees in place, with terms of reference published on the council website. There are regular scheduled meetings during the year, and a diary of future meetings is available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The standing orders are based on the latest NALC model. They have not been reviewed and updated since October 2019 and I remind council that in accordance with Standing Order 5 (k)(ix) 'Following the election of the Chairman and Vice-Chairman of the Council at the Annual Meeting, the business shall include.....Review and Adoption of appropriate Standing Orders and Financial Regulations' **the Standing Orders should be updated annually.**

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial regulations are based on the latest NALC model. They have not been reviewed and updated since October 2019 and I remind council that in accordance with Standing Order 5 (k)(ix) 'Following the election of the Chairman and Vice-Chairman of the Council at the Annual Meeting, the business shall include.....Review and Adoption of appropriate Standing Orders and Financial Regulations' **the Financial Regulations should be updated annually.**

The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained (FR 4.1) as below:

- the Council or a duly delegated Committee for all items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £1,000

It was noted that the Clerk also has discretion to spend up to £1,000 in the event of extreme risk to the delivery of council services (FR 4.5).

I reviewed expenditure items for the current financial year, and there was no evidence of the thresholds not being adhered to. The minutes of meetings confirm that income and expenditure reports are reviewed and lists of invoices for approval are presented to council.

I reviewed the invoices file and checked a sample against the August payment list. I was able to locate an invoice for each item listed. Invoices were filed neatly and indicate a well-managed system.

A review of the minutes of the finance & General Purposes meetings show that councillors are presented with management information reports including bank reconciliations, payment lists and summaries of receipts and payments. It is clear that councillors are provided with sufficient information to make informed financial decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Final Audit

The final audit was conducted on site. The RFO had prepared paper and electronic versions of the information for review, and other details were verified on the council website and through discussion with the Clerk and RFO.

I noted that the interim internal audit report had been reported to council at the December 2021 meeting (minute ref C5307), and that also within that meeting the council's Standing Orders (minute ref C5308(i)) and Financial Regulations (minute ref C5308(ii)) had been re-adopted as recommended within the internal audit report.

It is pleasing to note that the council takes the internal audit process seriously and has acted on recommendations within the reports.

Section conclusion

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council has a Risk Management and Risk Assessment process in place, and these were last reviewed and adopted by council at the meeting held on 2 March 2021 (minute ref C5095). The council also conducts an Internal Control Review, which was also approved by council at the same meeting (minute ref C5094).

I confirmed that the council has a valid insurance policy in place. This was arranged through WPS Hallam insurance brokers and is underwritten by Military Mutual. The policy commenced on 1 June 2021 and is in a long-term agreement expiring on 31 May 2024. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £600,000.

Final Audit

I noted that the council reviewed and re-adopted its Risk Management and Internal Control measures at the Finance & General Purposes committee meeting held in January 2022. It is evident the council continues to take its risk management responsibilities seriously.

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk and RFO were able to confirm there were no matters excluded from the accounting statements.

Section conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances

- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Clerk confirmed that the budget setting process for 2022/23 had begun, with the Finance & General Purposes committee forming a proposal to put to the council meeting scheduled for 14 December 2021.

At the end of September, the council's reporting showed income at 101% of budget (with both parts of the precept received) and expenditure at 39.5% of budget.

At the interim audit date, the council held circa £129,500 in earmarked reserves (EMR), spread across a number of separately identified projects. These include a CIL EMR which has received funds during the year, and currently stands at circa £60,000.

Council is reminded that general guidance recommends a level of general reserve be maintained at circa six months equivalent of precept and this will be reviewed at the year-end audit.

Final audit

I confirmed that the council approved the 2022/23 budget and precept at the council meeting held on 14 December 2021 (minute ref C5304).

The minutes of Finance & General Purposes meetings show that regular financial information is reviewed by councillors, including bank reconciliations, receipts and payments, and financial summary documents. The budget is carefully monitored throughout the year.

At year-end, the council held circa £115,528 in earmarked reserves. These were split between Community Infrastructure Levy (CIL) £59,952, Parks and playgrounds £38,360, project funds café £12,216 and commercial hub initiative £5,000. I tested the purposes of the earmarked reserves with the Clerk and RFO and am content that they are all for legitimate future planned projects for the council.

The council has a general reserve of circa £220,000 at the year-end. General guidance recommends an appropriate level of general reserve as circa three to twelve months net revenue expenditure, as adjusted for local conditions. The current level is in the middle of this range and is appropriate for a council of this size.

Section conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)

- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

I reviewed a sample of the receipts noted in the cashbook and was able to verify the accuracy of the entries checked. Apart from the precept, the council receives other income streams, and each is clearly identifiable and appears to be allocated to the correct nominal code. Fees and charges are being reviewed as part of the budget setting process which is currently underway.

Final audit

Section conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

The council has no petty cash.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" is not applicable as the council has no petty cash.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council processes payroll in house using SAGE to make the calculations, and making salary, HMRC and pension payments in accordance with Financial Regulations. I reviewed the pay file, and was able to confirm PAYE, NI and pension deductions appear correct. The council is up to date with its HMRC payments.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the Surrey County Council Pension scheme. There is a councillor allowance scheme, although all councillors have opted out of receiving it.

Final audit

I was able to confirm that the amount entered in box 4 on the AGAR correctly reflects only allowable staff costs, i.e., salaries, employers National Insurance and pensions contributions. All staff members on the NJC scale have received the backdated pay rises in their March salaries.

Section conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register in place which is being updated. This will be reviewed in detail at the year-end audit.

Final audit

The asset register has been updated during the year and is now a more comprehensive document giving detailed information and a summary page of the sub-totals and changes within year. This is a good format for a council this size to use.

I was able to trace the change in figure from last year to the additions and disposals listed on the register and confirmed the asset total entered on the AGAR to the final total for 2021/22.

I confirmed the outstanding PWLB balance to the PWLB year-end statement.

Section conclusion

I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are reviewed and signed off at Finance & General Purposes committee meetings, and I was able to evidence this action recorded in the minutes of meetings.

I reviewed the last reconciliation presented for approval (August 2021) and was able to confirm the balances against the bank statements and that the reconciliation contained no errors.

Final Audit

At the year-end the council had a reconciled bank position across all its accounts, and I was able to confirm bank balances to the statements for 31 March 2022.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes' means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	319,444	219,626	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	404,676	428,088	Confirmed against precept amount received
3	Total other receipts	92,911	139,738	Confirmed against accounting records
4	Staff costs	193,319	177,880	Confirmed against accounting records
5	Loan interest/capital repayments	47,141	47,141	Verified against PWLB statement
6	All other payments	356,945	227,143	Confirmed against accounting records
7	Balances carried forward	219,626	335,288	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	228,772	327,636	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	2,462,047	2,466,295	Verified against asset register
10	Total borrowings	667,529	638,455	Verified against PWLB statement
11	Disclosure note re Trust Funds (including charitable)	YES	NO	n/a – the council has no trusts

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation showing a VAT recoverable amount of £7,651.54 to explain the difference.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances where required, and in my opinion, this provides enough information for the external auditor.

Section conclusion

I am of the opinion that the control assertion "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

I am of the opinion that the control assertion of "If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt" is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of "If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities" is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date AGAR signed	29 June 2021	21 June 2022
Date inspection notice issued	30 June 2021	22 June 2022
Inspection period begins	1 July 2021	27 June 2022
Inspection period ends	11 August 2021	5 August 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council. I have confirmed that the proposed timescales for 2021/22 are within the requirements of this control objective.

Section conclusion

I am of the opinion that the control assertion "the authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Andy Beams'.

Andy Beams

For Mulberry & Co



HORLEY TOWN COUNCIL

Finance and General Purposes Committee

Rota for Councillors' Audit 2022/23

Date of Meeting	Accounts	Members
17 May 2022	Jan/ Feb/ Mar 2022	Cllrs Beech and Marr
6 September 2022	Apr/May/ Jun 2022	Cllrs Baird and George
8 November 2022	Jul/Aug/Sep 2022	Cllrs Samantha Marshall and Saunders
17 January 2023	Oct/Nov/Dec 2022	Cllrs Simon Marshall and Beech
TBA (May 2023)	Jan/Feb/ Mar 2023	TBA

RFO will liaise with Members to agree a date and time for their audit; usually between one and two weeks prior to the meeting.

If Members are unable to attend, please contact the office at the earliest opportunity.

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/01/2022		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 28/01/2022		567,021.87
	SUBTRACT Payments 01/04/2021 - 28/01/2022		795,793.95
			420,068.46
A	Cash in Hand 28/01/2022 (per Cash Book)		375,725.49
	Cash in hand per Bank Statements		
	Cash	28/01/2022	0.00
	Handelsbanken	28/01/2022	98,504.30
	FairFX Bank Debit Card	28/01/2022	1,319.05
	Nationwide Intl	28/01/2022	22,760.02
	HSBC Payroll	28/01/2022	7,394.26
	HSBC Deposit	28/01/2022	170,398.37
	HSBC Current	28/01/2022	75,349.49
			375,725.49
	Less unrepresented payments		
			375,725.49
	Plus unrepresented receipts		
B	Adjusted Bank Balance		375,725.49
	A = B Checks out OK		

JANUARY 2022

7 March 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
536	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	1,426.56		1,426.56
539	04/01/2022		HSBC Current		Photocopying - Lease	CF Corporate Finance	Z	543.60		543.60
550	13/01/2022		HSBC Current		PAYE	HMRC	Z	2,337.61		2,337.61
551	13/01/2022		HSBC Current		NIC Employer	HMRC	Z	2,008.50		2,008.50
552	13/01/2022		HSBC Current		NIC Employee	HMRC	Z	1,625.95		1,625.95
557	13/01/2022		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,588.30		1,588.30
558	13/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	559.31		559.31
549	13/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	500.00	100.00	600.00
556	13/01/2022		HSBC Current		Security Guard Patrol	SmartGuard Security	S	523.02	104.60	627.62
559	17/01/2022		HSBC Current		Utilities	Corona Energy	S	679.66	135.93	815.59
566	20/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	1,471.22	294.24	1,765.46
567	20/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
569	20/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	1,200.00	240.00	1,440.00
581	28/01/2022		HSBC Current		PAYE	HMRC	Z	1,086.40		1,086.40
582	28/01/2022		HSBC Current		NIC Employer	HMRC	Z	952.89		952.89
583	28/01/2022		HSBC Current		NIC Employee	HMRC	Z	792.60		792.60
586	28/01/2022		HSBC Current		Pension Fund Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
587	28/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
579	28/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
580	28/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	1,950.00	390.00	2,340.00
585	28/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	2,400.00	480.00	2,880.00
612	28/01/2022		HSBC Payroll		Salaries	HTC	X	8,551.02		8,551.02
Total								40,546.76	3,335.33	43,882.09

JANUARY 2022

7 March 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
532	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	17.73		17.73
533	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	59.19		59.19
534	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	25.65		25.65
535	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	6.91		6.91
536	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	1,426.56		1,426.56
537	29/12/2021		HSBC Current		Utilities	Everflow Water	Z	16.62		16.62
538	29/12/2021		HSBC Current		Gas boiler service	British Gas	Z	83.45		83.45
539	04/01/2022		HSBC Current		Photocopying - Lease	CF Corporate Finance	Z	543.60		543.60
540	04/01/2022		HSBC Current		Rates	Reigate & Banstead Borough	Z	104.00		104.00
614	04/01/2022		FairFX Bank Debit Car		Telephone charges	GiffGaff	S	15.00	3.00	18.00
615	05/01/2022		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
611	05/01/2022		HSBC Current		Electricity supply	British Gas Commercial	L	142.83	7.14	149.97
545	06/01/2022		HSBC Current		Donation	Royal British Legion	Z	250.00		250.00
541	06/01/2022		HSBC Current		Emergency Lighting Inspecton	Firetronics Limited	S	85.00	17.00	102.00
542	06/01/2022		HSBC Current		Emergency Lighting Inspecton	Firetronics Limited	S	383.76	76.75	460.51
543	06/01/2022		HSBC Current		Signage	Plg signs	S	38.00	7.60	45.60
544	06/01/2022		HSBC Current		Signage	Plg signs	S	56.00	11.20	67.20
616	07/01/2022		FairFX Bank Debit Car		1Password	1Password	E	10.10		10.10
613	10/01/2022		HSBC Payroll		Bank charge	HSBC	X	8.00		8.00
546	10/01/2022		HSBC Current		Utilities	SES WATER	Z	100.00		100.00
547	10/01/2022		HSBC Current		Bank charge	HSBC	Z	45.16		45.16
617	11/01/2022		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	141.80		141.80
549	13/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	500.00	100.00	600.00
548	13/01/2022		HSBC Current		Office Equipment	Amazon	Z	56.84		56.84
550	13/01/2022		HSBC Current		PAYE	HMRC	Z	2,337.61		2,337.61
551	13/01/2022		HSBC Current		NIC Employer	HMRC	Z	2,008.50		2,008.50
552	13/01/2022		HSBC Current		NIC Employee	HMRC	Z	1,625.95		1,625.95
553	13/01/2022		HSBC Current		Student/Postgraduate Loan De	HMRC	Z	100.00		100.00
557	13/01/2022		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,588.30		1,588.30
558	13/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	559.31		559.31
554	13/01/2022		HSBC Current		CCTV Maintenance	Innovation Fire & Security	S	135.00	27.00	162.00
555	13/01/2022		HSBC Current		Air Conditioning Maintenance	RSI Aircon Ltd	S	90.00	18.00	108.00
556	13/01/2022		HSBC Current		Security Guard Patrol	SmartGuard Security	S	523.02	104.60	627.62
618	14/01/2022		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64		28.64
559	17/01/2022		HSBC Current		Utilities	Corona Energy	S	679.66	135.93	815.59
560	17/01/2022		HSBC Current		Mobile Phone	EE	S	12.00	2.40	14.40

JANUARY 2022
Horley Town Council
PAYMENTS LIST

7 March 2022 (2021-2022)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
561 IT	17/01/2022		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
562 Maintenance Contracts	18/01/2022		HSBC Current		Gas boiler service	British Gas	S	45.27	9.05	54.32
564 CCTV Broadband Connection	18/01/2022		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
563 Bank charges	18/01/2022		HSBC Current		Bank charge	HSBC	Z	17.44		17.44
619 Office Supplies & Equipment	19/01/2022		FairFX Bank Debit Car		Land Registry Search	HM Land Registry	E	6.00		6.00
565 Office Supplies & Equipment	20/01/2022		HSBC Current		Office Equipment	Amazon	Z	89.42		89.42
568 Legal and professional fees	20/01/2022		HSBC Current		Consultancy	Various	Z	187.68		187.68
566 Grounds	20/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	1,471.22	294.24	1,765.46
567 Contractors' Maint (HTC)	20/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
569 Cleaning of hall and office	20/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	1,200.00	240.00	1,440.00
570 Compliance and Regulatory	20/01/2022		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	212.00	42.40	254.40
571 Utilities	21/01/2022		HSBC Current		Gas supply	British Gas	L	161.44	8.07	169.51
573 Utilities	24/01/2022		HSBC Current		Gas supply	British Gas	L	154.29	7.71	162.00
574 Utilities	24/01/2022		HSBC Current		Electricity supply	British Gas	L	121.67	6.08	127.75
572 IT	24/01/2022		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
575 NI Employer	24/01/2022		HSBC Current		PAYE	HMRC	Z	0.60		0.60
620 Office Supplies & Equipment	26/01/2022		FairFX Bank Debit Car		Printing	Photobox	E	12.98		12.98
583 PAYE	28/01/2022		HSBC Current		NIC Employee	HMRC	Z	792.60		792.60
584 PAYE	28/01/2022		HSBC Current		Student/Postgraduate Loan De	HMRC	Z	49.00		49.00
586 SCC Pension Employer	28/01/2022		HSBC Current		Pension Fund Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
587 SCC Pension Employee	28/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
577 Edmonds Hall Deposits	28/01/2022		HSBC Current		Deposit refund	Various	Z	150.00		150.00
580 Tree Surgery	28/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	1,950.00	390.00	2,340.00
581 PAYE	28/01/2022		HSBC Current		PAYE	HMRC	Z	1,086.40		1,086.40
582 PAYE	28/01/2022		HSBC Current		NIC Employer	HMRC	Z	952.89		952.89
585 Cleaning of hall and office	28/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	2,400.00	480.00	2,880.00
612 Net Salaries	28/01/2022		HSBC Payroll		Salaries	HTC	X	8,551.02		8,551.02
576 Maintenance Contracts	28/01/2022		HSBC Current		Gas boiler service	British Gas	S	69.54	13.91	83.45
578 Christmas	28/01/2022		HSBC Current		Christmas tree	Greenwood	S	475.00	95.00	570.00
579 Contractors' Maint (HTC)	28/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
Total								44,792.46	3,783.98	48,576.44

JANUARY 2022

7 March 2022 (2021-2022)

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
214	01/01/2022		HSBC Current		Football Pitch Hire Contract	Kieran Dennehy	S	65.73	13.15	78.88
215	04/01/2022		HSBC Current		Football Pitch Hire Contract	Reigate Town FC	S	123.30	24.66	147.96
216	04/01/2022		HSBC Current		Football Pitch Hire Contract	Horley Amateur FC	S	419.25	83.85	503.10
213	04/01/2022		HSBC Current		Football Pitch Hire Contract	Athletico Redhill FC	S	123.30	24.66	147.96
217	07/01/2022		HSBC Current		Banner Display	YMCA East Surrey	Z	41.08		41.08
218	12/01/2022		HSBC Current		Edmonds Hall hire fee	Redhill Corps of Drummers	Z	120.00		120.00
219	12/01/2022		HSBC Current		Football pitch hire	Gatwick United	S	104.75	20.95	125.70
220	13/01/2022		HSBC Current		Devolved Powers Agreeemnt	Reigate & Banstead Borough	Z	1,700.00		1,700.00
221	13/01/2022		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	162.00		162.00
222	16/01/2022		HSBC Current		Hall Hire Deposit	Wayne Philips	Z	150.00		150.00
223	16/01/2022		HSBC Current		Hall Hire Fee	Wayne Philips	Z	80.00		80.00
225	21/01/2022		HSBC Current		Utilities	The Farmyard Kitchen	S	715.59	143.12	858.71
224	21/01/2022		HSBC Current		cafe pavilion	The Farmyard Kitchen	E	500.00		500.00
226	24/01/2022		HSBC Current		Horley Recreation Ground	Circus World Entertainments	Z	500.00		500.00
Total								4,805.00	310.39	5,115.39

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2022		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 28/02/2022		592,028.90
			820,800.98
	SUBTRACT Payments 01/04/2021 - 28/02/2022		451,550.10
A	Cash in Hand 28/02/2022 (per Cash Book)		369,250.88
	Cash in hand per Bank Statements		
	Cash	28/02/2022	0.00
	Handelsbanken	28/02/2022	98,504.30
	FairFX Bank Debit Card	28/02/2022	1,067.46
	Nationwide Intl	28/02/2022	22,760.02
	HSBC Payroll	28/02/2022	7,819.71
	HSBC Deposit	28/02/2022	170,398.37
	HSBC Current	28/02/2022	67,930.02
			368,479.88
	Less unrepresented payments		
			368,479.88
	Plus unrepresented receipts		771.00
B	Adjusted Bank Balance		369,250.88
	A = B Checks out OK		

FEBRUARY 2022

10 May 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
579	28/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
580	28/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	1,950.00	390.00	2,340.00
585	28/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	2,400.00	480.00	2,880.00
581	28/01/2022		HSBC Current		PAYE	HMRC	Z	1,086.40		1,086.40
582	28/01/2022		HSBC Current		NIC Employer	HMRC	Z	952.89		952.89
583	28/01/2022		HSBC Current		NIC Employee	HMRC	Z	792.60		792.60
586	28/01/2022		HSBC Current		Pension Fund Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
587	28/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
612	28/01/2022		HSBC Payroll		Salaries	HTC	X	8,551.02		8,551.02
593	10/02/2022		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	2,102.00	420.40	2,522.40
595	10/02/2022		HSBC Current		Cleaning	Bennetts Builders Ltd	S	692.90	138.58	831.48
597	10/02/2022		HSBC Current		IT Software	Rialtas	S	645.25	129.05	774.30
598	10/02/2022		HSBC Current		Security Guard Patrol	SmartGuard Security	S	871.24	174.25	1,045.49
601	16/02/2022		HSBC Current		cafe pavilion	Corona Energy	S	731.45	146.28	877.73
679	28/02/2022		HSBC Payroll		Salaries	Horley Town Council	X	8,566.55		8,566.55
628	28/02/2022		HSBC Current		PWLB repayment	PWLB	Z	13,797.82		13,797.82
Total								49,513.84	2,673.84	52,187.68

FEBRUARY 2022

10 May 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
576	28/01/2022		HSBC Current		Gas boiler service	British Gas	S	69.54	13.91	83.45
578	28/01/2022		HSBC Current		Christmas tree	Greenwood	S	475.00	95.00	570.00
579	28/01/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
580	28/01/2022		HSBC Current		Tree surgery	Heatherlands Tree Care	S	1,950.00	390.00	2,340.00
585	28/01/2022		HSBC Current		Cleaning	Nviro Ltd	S	2,400.00	480.00	2,880.00
612	28/01/2022		HSBC Payroll		Salaries	HTC	X	8,551.02		8,551.02
577	28/01/2022		HSBC Current		Deposit refund	Various	Z	150.00		150.00
581	28/01/2022		HSBC Current		PAYE	HMRC	Z	1,086.40		1,086.40
582	28/01/2022		HSBC Current		NIC Employer	HMRC	Z	952.89		952.89
583	28/01/2022		HSBC Current		NIC Employee	HMRC	Z	792.60		792.60
584	28/01/2022		HSBC Current		Student/Postgraduate Loan De	HMRC	Z	49.00		49.00
586	28/01/2022		HSBC Current		Pension Fund Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
587	28/01/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
621	01/02/2022		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
588	02/02/2022		HSBC Current		Utilities	British Gas	L	116.23	5.81	122.04
681	02/02/2022		FairFX Bank Debit Car		Newsletter	Email Blaster	S			
682	02/02/2022		FairFX Bank Debit Car		Phone line	GiffGaff	S	15.00	3.00	18.00
622	02/02/2022		HSBC Current		Utilities	British Gas	Z			
683	05/02/2022		FairFX Bank Debit Car		Office Equipment	Photobox	Z	29.67		29.67
684	08/02/2022		FairFX Bank Debit Car		IT Software	Microsoft	Z	159.69		159.69
623	08/02/2022		HSBC Current		Telephone charges	BT	Z			
624	08/02/2022		HSBC Current		Water Rates	East Surrey Water	Z			
625	08/02/2022		HSBC Current		Horley Local History Society	Horley Local History Society	Z			
591	08/02/2022		HSBC Current		Utilities	East Surrey Water	Z	100.00		100.00
592	08/02/2022		HSBC Current		Horley Local History Society	Horley Local History Society	Z	20.00		20.00
589	08/02/2022		HSBC Current		Telephone charges	BT	S	312.36	62.47	374.83
590	08/02/2022		HSBC Current		Telephone charges	BT	S			
593	10/02/2022		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	2,102.00	420.40	2,522.40
594	10/02/2022		HSBC Current		Lnagshott Toilet Cleaning	Bennetts Builders Ltd	S	260.00	52.00	312.00
595	10/02/2022		HSBC Current		Cleaning	Bennetts Builders Ltd	S	692.90	138.58	831.48
596	10/02/2022		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	260.00	52.00	312.00
597	10/02/2022		HSBC Current		IT Software	Rialtas	S	645.25	129.05	774.30
598	10/02/2022		HSBC Current		Security Guard Patrol	SmartGuard Security	S	871.24	174.25	1,045.49
599	11/02/2022		HSBC Current		Bank charge	HSBC	Z	40.40		40.40
685	14/02/2022		FairFX Bank Debit Car		IT Software	Adobe Systems Software	Z	28.64		28.64
600	15/02/2022		HSBC Current		Telephone charges	EE	S	12.00	2.40	14.40

FEBRUARY 2022
Horley Town Council
PAYMENTS LIST

10 May 2022 (2021-2022)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
601	Pavilion Cafe Utilities	16/02/2022		HSBC Current		cafe pavilion	Corona Energy	S	731.45	146.28	877.73
602	IT	16/02/2022		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
603	Photocopying	18/02/2022		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	28.69	5.74	34.43
604	Maintenance Contracts	18/02/2022		HSBC Current		Gas boiler service	British Gas	S	45.27	9.05	54.32
605	Bank charges	18/02/2022		HSBC Current		Bank charge	HSBC	Z	8.00		8.00
680	Bank charges	18/02/2022		HSBC Payroll		Bank charge	HSBCnet	Z	8.00		8.00
606	CCTV Broadband Connection	21/02/2022		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
607	IT	22/02/2022		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
608	Office Supplies & Equipment	23/02/2022		HSBC Current		Office supplies	Amazon	S	145.07	29.02	174.09
610	Utilities	23/02/2022		HSBC Current		Utilities	British Gas	S	167.40	33.48	200.88
609	Window Cleaning	23/02/2022		HSBC Current		Window cleaning	Michael Stone	Z	110.00		110.00
627	Utilities	24/02/2022		HSBC Current		Utilities	British Gas	L	109.81	5.49	115.30
626	Utilities	24/02/2022		HSBC Current		Utilities	British Gas	S	135.00	27.00	162.00
629	Maintenance Contracts	28/02/2022		HSBC Current		Maintenance Agreement	British Gas	S	69.54	13.91	83.45
679	Net Salaries	28/02/2022		HSBC Payroll		Salaries	Horley Town Council	X	8,566.55		8,566.55
628	Cafe/Pavilion PWLB Loan Rep	28/02/2022		HSBC Current		PWLB repayment	PWLB	Z	13,797.82		13,797.82
678	Bank charges	28/02/2022		HSBC Current		Bank charge - debit card mach	SumUp	Z	5.70		5.70
Total									52,925.54	3,180.46	56,106.00

FEBRUARY 2022

10 May 2022 (2021-2022)

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
211 Pavilion Cafe Utilities	01/02/2022		HSBC Current		cafe pavilion	The Farmyard Kitchen	E	-827.99		-827.99
227 Chairman's Allowance	01/02/2022		HSBC Current		Mayor's Charity	Mike George	Z	30.00		30.00
229 Edmonds Hall	02/02/2022		HSBC Current		Hall Hire Fee	Redhill Corps of Drummers	Z	120.00		120.00
230 Edmonds Hall	02/02/2022		HSBC Current		Hall Hire Fee	Redhill Corps of Drummers	Z			
228 Football Pitches	02/02/2022		HSBC Current		Football pitch hire	Gatwick United	S	139.67	27.93	167.60
231 Edmonds Hall	04/02/2022		HSBC Current		Hall Hire Fee	Various	Z	120.00		120.00
232 Edmonds Hall	07/02/2022		HSBC Current		Hall Hire Fee	Horley Society of Artists	Z	105.00		105.00
235 Insurance	07/02/2022		HSBC Current		Insurance Claim	The Military MUTUA	Z	5,262.80		5,262.80
233 Football Pitches	07/02/2022		HSBC Current		Hall Hire Fee	Perrywood FC	S	61.62	12.32	73.94
234 Edmonds Hall	07/02/2022		HSBC Current		Hall Hire Fee	Wardrobe Wizards	S	145.83	29.17	175.00
301 Innes Pavilion	07/02/2022		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00		771.00
236 Vat repayments	08/02/2022		HSBC Current		Vat Refund	HMRC	R		11,844.50	11,844.50
237 Church Rd Allotments	09/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
238 Church Rd Allotments	09/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
239 Church Rd Allotments	09/02/2022		HSBC Current		Allotment Rent	Various	Z	106.00		106.00
240 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
241 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
242 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	32.00		32.00
243 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
244 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	106.00		106.00
245 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
246 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
247 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
248 Church Rd Allotments	10/02/2022		HSBC Current		Allotment Rent	Various	Z	106.00		106.00
249 Church Rd Allotments	11/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
250 Church Rd Allotments	11/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
251 Church Rd Allotments	11/02/2022		HSBC Current		Allotment Rent	Various	Z	106.00		106.00
252 Church Rd Allotments	13/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
253 Church Rd Allotments	13/02/2022		HSBC Current		Allotment Rent	Various	Z	32.00		32.00
258 Utilities	15/02/2022		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	97.34	4.87	102.21
260 Innes Pavilion	15/02/2022		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00		771.00
259 Events and Banners	15/02/2022		HSBC Current		Banner Display	GLL Leisure	Z	82.16		82.16
261 Church Rd Allotments	15/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
262 Church Rd Allotments	15/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
263 Church Rd Allotments	15/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
264 Church Rd Allotments	15/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00

FEBRUARY 2022
Horley Town Council
RECEIPTS LIST

10 May 2022 (2021-2022)

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
274	Baskets and planting	16/02/2022		HSBC Current		Summer bedding	SCC	E	2,157.00		2,157.00
265	Edmonds Hall	17/02/2022		HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	81.00		81.00
254	Church Rd Allotments	20/02/2022		HSBC Current		Allotment Rent	Various	Z	32.00		32.00
255	Church Rd Allotments	21/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
256	Church Rd Allotments	21/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
257	Church Rd Allotments	22/02/2022		HSBC Current		Allotment Rent	Various	Z	53.00		53.00
275	Pavilion Cafe Rent	22/02/2022		HSBC Current		cafe pavilion	The Farmyard Kitchen	E	500.00		500.00
266	Pavilion Cafe Utilities	22/02/2022		HSBC Current		cafe pavilion	The Farmyard Kitchen	S	631.45	126.29	757.74
267	Church Rd Allotments	22/02/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
273	Church Rd Allotments	22/02/2022		HSBC Current		Banner Display	Various	E	41.08		41.08
268	Church Rd Allotments	24/02/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
269	Church Rd Allotments	26/02/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
270	Church Rd Allotments	26/02/2022		HSBC Current		Allotment Rent	Various	E	106.00		106.00
271	Church Rd Allotments	28/02/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
272	Church Rd Allotments	28/02/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
Total									12,133.96	12,045.08	24,179.04

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021			228,772.08
	ADD Receipts 01/04/2021 - 31/03/2022			596,376.21
				825,148.29
	SUBTRACT Payments 01/04/2021 - 31/03/2022			497,511.99
A	Cash in Hand 31/03/2022 (per Cash Book)			327,636.30
	Cash in hand per Bank Statements			
	Cash	31/03/2022	0.00	
	Handelsbanken	31/03/2022	98,504.30	
	FairFX Bank Debit Card	31/03/2022	1,333.31	
	Nationwide Intl	31/03/2022	22,760.02	
	HSBC Payroll	31/03/2022	6,249.82	
	HSBC Deposit	31/03/2022	130,403.75	
	HSBC Current	31/03/2022	68,385.10	
				327,636.30
	Less unrepresented payments			
				327,636.30
	Plus unrepresented receipts			
B	Adjusted Bank Balance			327,636.30
	A = B Checks out OK			

Summary of Receipts and Payments

All Cost Centres and Codes

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	428,088.00	428,088.00					(0%)
SUB TOTAL		428,088.00	428,088.00					(0%)

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest		21.46	21.46				21.46 (N/A)
3	Section 136 LGA	38,006.00	38,006.00					(0%)
5	Devolved Powers	1,700.00	1,700.00					(0%)
141	CIL	23,000.00	44,446.35	21,446.35	24,498.42		24,498.42	45,944.77 (96%)
SUB TOTAL		62,706.00	84,173.81	21,467.81	24,498.42		24,498.42	45,966.23 (52%)

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	6,694.00	7,482.83	788.83				788.83 (11%)
8	Football Pitches	3,000.00	5,601.01	2,601.01		287.58	-287.58	2,313.43 (77%)
9	Church Rd Allotments	3,300.00	3,332.08	32.08		59.19	-59.19	-27.11 (-0%)
10	Langshott Allotments	3,800.00	3,812.00	12.00				12.00 (0%)
11	Bowls Club	276.00		-276.00				-276.00 (-100%)
12	Innes Pavilion	10,000.00	7,710.00	-2,290.00				-2,290.00 (-22%)
13	Saturday Market	200.00		-200.00				-200.00 (-100%)
14	Events and Banners	5,000.00	9,044.72	4,044.72				4,044.72 (80%)
15	Meeting Room							(N/A)
16	Edmonds Hall Deposits		400.00	400.00		250.00	-250.00	150.00 (N/A)
17	Football Pitch Deposits		200.00	200.00		100.00	-100.00	100.00 (N/A)
149	Security Deposits		200.00	200.00		200.00	-200.00	(N/A)
SUB TOTAL		32,270.00	37,782.64	5,512.64		896.77	-896.77	4,615.87 (14%)

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,700.00	293.86	1,406.14	1,406.14 (82%)
20	Courier & Postage				75.00	1.70	73.30	73.30 (97%)
21	Office Supplies & Equipment		50.00	50.00	3,000.00	2,984.76	15.24	65.24 (2%)
22	Photocopying	80.00	13.44	-66.56	2,800.00	2,441.29	358.71	292.15 (10%)
23	IT				8,000.00	12,124.19	-4,124.19	-4,124.19 (-51%)
24	Website				2,000.00	2,580.00	-580.00	-580.00 (-29%)
25	Communications				2,500.00	2,297.47	202.53	202.53 (8%)
26	Environment Campaign							(N/A)
148	COVID -19 Compliance					4,824.30	-4,824.30	-4,824.30 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	80.00	63.44	-16.56	20,075.00	27,547.57	-7,472.57	-7,489.13 (-37%)
------------------	--------------	--------------	---------------	------------------	------------------	------------------	-------------------------

SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				116,000.00	107,233.91	8,766.09	8,766.09 (7%)
31	PAYE				18,000.00	21,810.00	-3,810.00	-3,810.00 (-21%)
32	NI Employee				10,000.00	5,371.80	4,628.20	4,628.20 (46%)
33	NI Employer				14,800.00	7,940.43	6,859.57	6,859.57 (46%)
34	SCC Pension Employee				18,200.00	15,301.20	2,898.80	2,898.80 (15%)
35	SCC Pension Employer				28,000.00	20,112.62	7,887.38	7,887.38 (28%)
151	Long Service Award					1,250.00	-1,250.00	-1,250.00 (N/A)
156	Student/Postgraduate Loan Ded					160.00	-160.00	-160.00 (N/A)
SUB TOTAL					205,000.00	179,179.96	25,820.04	25,820.04 (12%)

OFFICE MAINTENANCE & REF

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,550.00	2,295.73	1,254.27	1,254.27 (35%)
39	Cleaning of hall and office				15,000.00	15,530.90	-530.90	-530.90 (-3%)
40	Utilities				4,400.00	4,590.72	-190.72	-190.72 (-4%)
41	Rates				2,000.00	1,039.58	960.42	960.42 (48%)
42	Maintenance Contracts				1,500.00	1,696.30	-196.30	-196.30 (-13%)
43	Window Cleaning				750.00	385.00	365.00	365.00 (48%)
45	Compliance and Regulatory				5,000.00	4,762.14	237.86	237.86 (4%)
SUB TOTAL					32,200.00	30,300.37	1,899.63	1,899.63 (5%)

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Counc				19,545.00	19,544.92	0.08	0.08 (0%)
51	Bank charges				1,000.00	600.55	399.45	399.45 (39%)
52	Insurance		5,262.80	5,262.80	8,755.00	7,308.61	1,446.39	6,709.19 (76%)
53	Legal and professional fees				13,225.00	5,428.98	7,796.02	7,796.02 (58%)
54	Audit fees				2,678.00	1,531.00	1,147.00	1,147.00 (42%)
55	Subscriptions & Licences				7,519.00	6,781.40	737.60	737.60 (9%)
60	Election Expenses				2,500.00		2,500.00	2,500.00 (100%)
62	Chairman's Allowance		207.00	207.00	400.00	606.49	-206.49	0.51 (0%)
63	Cllr Expenses		10.00	10.00	103.00	36.00	67.00	77.00 (74%)
64	Cllr Training				800.00	290.00	510.00	510.00 (63%)
65	Staff Expenses				100.00		100.00	100.00 (100%)
66	Staff Training				1,500.00	110.00	1,390.00	1,390.00 (92%)
142	GDPR							(N/A)
146	VAT Payment							(N/A)
157	Town Badges					1,148.00	-1,148.00	-1,148.00 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

	Receipts			Payments			Net Position
SUB TOTAL	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
	5,479.80	5,479.80		58,125.00	43,385.95	14,739.05	20,218.85 (34%)
 GROUNDS MAINTENANCE							
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Contractors' Maint (HTC)				52,000.00	47,716.80	4,283.20	4,283.20 (8%)
71 Contractors' Maint (Devolved Po				1,700.00		1,700.00	1,700.00 (100%)
72 Playground Inspections				8,549.00	7,623.00	926.00	926.00 (10%)
73 Playground Repairs				7,210.00	3,202.00	4,008.00	4,008.00 (55%)
74 Parks Furniture				5,150.00	1,718.00	3,432.00	3,432.00 (66%)
75 Signage				1,648.00	125.00	1,523.00	1,523.00 (92%)
76 Pest Control				570.00		570.00	570.00 (100%)
77 Tree Surgery				8,240.00	3,480.00	4,760.00	4,760.00 (57%)
SUB TOTAL				85,067.00	63,864.80	21,202.20	21,202.20 (24%)
 HORLEY RECREATION GROU							
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79 Memorial Gardens				3,605.00	2,710.00	895.00	895.00 (24%)
80 Ornamental Gardens				1,545.00	189.16	1,355.84	1,355.84 (87%)
123 Grounds		1,500.00	1,500.00	2,060.00	8,463.75	-6,403.75	-4,903.75 (-238%)
143 Cafe/Pavilion PWLB Loan Repa				27,556.00	27,595.64	-39.64	-39.64 (-0%)
145 Pavilion Cafe Project Fund				27,000.00	14,784.14	12,215.86	12,215.86 (45%)
153 Pavilion Cafe Utilities		6,492.52	6,492.52		8,817.86	-8,817.86	-2,325.34 (N/A)
154 Pavilion Cafe Maintenance				2,000.00	2,470.00	-470.00	-470.00 (-23%)
155 Pavilion Cafe Rent	6,000.00	1,500.00	-4,500.00				-4,500.00 (-75%)
SUB TOTAL	6,000.00	9,492.52	3,492.52	63,766.00	65,030.55	-1,264.55	2,227.97 (3%)
 COURT LODGE/INNES PAVILIK							
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86 Pitches/Playgrounds				1,030.00	1,559.30	-529.30	-529.30 (-51%)
87 Buildings - Refurbishment/Repai				5,150.00	823.50	4,326.50	4,326.50 (84%)
88 Utilities		724.17	724.17	2,600.00	3,305.97	-705.97	18.20 (0%)
89 Lease of land				1.00	1.00		(0%)
124 Football Pavillion Cleaning				2,300.00	3,125.15	-825.15	-825.15 (-35%)
131 Maintenance Contracts				1,000.00	878.00	122.00	122.00 (12%)
132 Innes Communications							(N/A)
SUB TOTAL		724.17	724.17	12,081.00	9,692.92	2,388.08	3,112.25 (25%)
 MICHAEL CRESCENT							
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilites				740.00	503.56	236.44	236.44 (31%)

Summary of Receipts and Payments

All Cost Centres and Codes

121 Buildings and Grounds	2,000.00	712.00	1,288.00	1,288.00 (64%)
140 Scout Hut Demolition				(N/A)
SUB TOTAL	2,740.00	1,215.56	1,524.44	1,524.44 (55%)

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds		8.60	8.60	500.00	57.00	443.00	451.60 (90%)
SUB TOTAL		8.60	8.60	500.00	57.00	443.00	451.60 (90%)

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance				2,600.00	4,919.90	-2,319.90	-2,319.90 (-89%)
97 Church Rd Maintenance				1,850.00	417.68	1,432.32	1,432.32 (77%)
98 Church Rd Utilities				520.00	211.02	308.98	308.98 (59%)
99 Langshott Utilities				920.00	6,156.81	-5,236.81	-5,236.81 (-569%)
SUB TOTAL				5,890.00	11,705.41	-5,815.41	-5,815.41 (-98%)

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	500.00	2,157.00	1,657.00	8,755.00	8,281.05	473.95	2,130.95 (23%)
101 Horley/South & SE in Bloom				1,600.00	1,643.60	-43.60	-43.60 (-2%)
102 Christmas		140.00	140.00	1,957.00	1,102.35	854.65	994.65 (50%)
150 Defibrillator maintenance							(N/A)
152 Commercial Hub Support				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL	500.00	2,297.00	1,797.00	17,312.00	11,027.00	6,285.00	8,082.00 (45%)

SECURITY

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,665.00	6,216.49	-551.49	-551.49 (-9%)
106 CCTV Installation				2,000.00		2,000.00	2,000.00 (100%)
107 CCTV Maintenance				3,500.00	470.00	3,030.00	3,030.00 (86%)
108 CCTV Broadband Connections				2,000.00	1,037.12	962.88	962.88 (48%)
147 Alarm Maintenance					75.00	-75.00	-75.00 (N/A)
SUB TOTAL				13,165.00	7,798.61	5,366.39	5,366.39 (40%)

Summary of Receipts and Payments

All Cost Centres and Codes

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				3,000.00	350.00	2,650.00	2,650.00 (88%)
111	Churchyards				6,550.00	6,550.00		(0%)
112	CLlr Initiative grants							(N/A)
113	Other Grants					250.00	-250.00	-250.00 (N/A)
SUB TOTAL					9,550.00	7,150.00	2,400.00	2,400.00 (25%)

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments		17,688.58	17,688.58		1,358.91	-1,358.91	16,329.67 (N/A)
SUB TOTAL			17,688.58	17,688.58		1,358.91	-1,358.91	16,329.67 (N/A)

Summary

NET TOTAL	529,644.00	585,798.56	56,154.56	549,969.42	460,211.38	89,758.04	145,912.60 (13%)
V.A.T.		10,577.65			37,300.61		
GROSS TOTAL		596,376.21			497,511.99		

MARCH 2022

10 May 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
631 Contractors' Maint (HTC)	04/03/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
638 SCC Pension Employer	07/03/2022		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
639 SCC Pension Employee	07/03/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
640 PAYE	07/03/2022		HSBC Current		PAYE	HMRC	Z	1,086.20		1,086.20
641 NI Employer	07/03/2022		HSBC Current		NIC Employer	HMRC	Z	955.10		955.10
642 NI Employee	07/03/2022		HSBC Current		NIC Employee	HMRC	Z	794.52		794.52
651 Chairman's Allowance	16/03/2022		HSBC Current		Mayor's Charity	Greyhound Trust	Z	593.99		593.99
652 Pavilion Cafe Utilities	16/03/2022		HSBC Current		Utilities	Corona Energy	S	683.78	136.76	820.54
659 Playground Inspections	21/03/2022		HSBC Current		Playground Inspection	Bennets	S	2,066.00	413.20	2,479.20
662 Football Pavillion Cleaning	21/03/2022		HSBC Current		Cleaning	Bennets	S	692.90	138.58	831.48
664 Pavilion Cafe Maintenance	21/03/2022		HSBC Current		cafe pavilion	Bennets	S	1,480.00	296.00	1,776.00
667 Langshott Maintenance	21/03/2022		HSBC Current		Langshott Maintenance	Bennets	S	1,386.00	277.20	1,663.20
672 Playground Repairs	21/03/2022		HSBC Current		Playground repairs	Bennets	S	570.00	114.00	684.00
658 Legal and professional fees	21/03/2022		HSBC Current		Professional Fees	LG Business Consultation	Z	883.10		883.10
691 Contractors' Maint (HTC)	25/03/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
692 Cleaning of hall and office	25/03/2022		HSBC Current		Cleaning	Nviro Ltd	S	1,440.00	288.00	1,728.00
697 Net Salaries	28/03/2022		HSBC Payroll		Salaries	Horley Town Council	X	10,561.89		10,561.89
Total								33,543.60	3,254.30	36,797.90

MARCH 2022

25 April 2022 (2021-2022)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
698	02/03/2022		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
699	03/03/2022		FairFX Bank Debit Car		Allotment Inspection Software	BBits	S	150.00	30.00	180.00
700	04/03/2022		FairFX Bank Debit Car		Phone Contract	GiffGaff	S	15.00	3.00	18.00
630	04/03/2022		HSBC Current		Utilities	British Gas	L	139.21	6.96	146.17
631	04/03/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
632	04/03/2022		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	235.00	47.00	282.00
633	04/03/2022		HSBC Current		Alarm maintenance	Innovation Fire & Security	S	150.00	30.00	180.00
634	07/03/2022		HSBC Current		Office Equipment	Amazon	S	22.44	4.49	26.93
635	07/03/2022		HSBC Current		Court Lodge grounds	L&C Installations	S	60.00	12.00	72.00
636	07/03/2022		HSBC Current		Playground Inspection	Playground Inspection Co	S	255.00	51.00	306.00
637	07/03/2022		HSBC Current		Signage	Plg signs	S	176.00	35.20	211.20
638	07/03/2022		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,780.63		1,780.63
639	07/03/2022		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	616.69		616.69
640	07/03/2022		HSBC Current		PAYE	HMRC	Z	1,086.20		1,086.20
641	07/03/2022		HSBC Current		NIC Employer	HMRC	Z	955.10		955.10
642	07/03/2022		HSBC Current		NIC Employee	HMRC	Z	794.52		794.52
643	07/03/2022		HSBC Current		Student/Postgraduate Loan De	HMRC	Z	49.00		49.00
644	08/03/2022		HSBC Current		Utilities	East Surrey Water	Z	100.00		100.00
701	08/03/2022		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	157.71		157.71
702	14/03/2022		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64		28.64
645	14/03/2022		HSBC Current		Bank charge	HSBCnet	Z	69.40		69.40
646	15/03/2022		HSBC Current		Office Phone	EE	S	12.00	2.40	14.40
647	16/03/2022		HSBC Current		Office supplies	Amazon	S	102.99	20.60	123.59
648	16/03/2022		HSBC Current		Fire Extinguisher Maintenance	Fireline ltd	S	129.80	25.96	155.76
650	16/03/2022		HSBC Current		Website	Jarret and Lam	S	150.00	30.00	180.00
652	16/03/2022		HSBC Current		Utilities	Corona Energy	S	683.78	136.76	820.54
653	16/03/2022		HSBC Current		IT Software	Corona Energy	S	29.00	5.80	34.80
649	16/03/2022		HSBC Current		Horley Local History Society	Horley Local History Society	Z	250.00		250.00
651	16/03/2022		HSBC Current		Mayor's Charity	Greyhound Trust	Z	593.99		593.99
654	18/03/2022		HSBC Current		Maintenance Agreement	British Gas	S	45.27	9.05	54.32
655	21/03/2022		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
657	21/03/2022		HSBC Current		cafe pavilion	Firetronics Limited	S	267.00	53.40	320.40
659	21/03/2022		HSBC Current		Playground Inspection	Bennets	S	2,066.00	413.20	2,479.20
660	21/03/2022		HSBC Current		Cleaning	Bennets	S	260.00	52.00	312.00
661	21/03/2022		HSBC Current		Innes Pavilion Maintenance	Bennets	S	240.00	48.00	288.00
662	21/03/2022		HSBC Current		Cleaning	Bennets	S	692.90	138.58	831.48

MARCH 2022
Horley Town Council
PAYMENTS LIST

25 April 2022 (2021-2022)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
663	21/03/2022		HSBC Current		Memorial Gardens	Bennets	S	480.00	96.00	576.00
664	21/03/2022		HSBC Current		cafe pavilion	Bennets	S	1,480.00	296.00	1,776.00
665	21/03/2022		HSBC Current		Bin installation	Bennets	S	180.00	36.00	216.00
666	21/03/2022		HSBC Current		Grounds Maintenance	Bennets	S	282.00	56.40	338.40
667	21/03/2022		HSBC Current		Langshott Maintenance	Bennets	S	1,386.00	277.20	1,663.20
668	21/03/2022		HSBC Current		Office Equipment	Bennets	S	120.00	24.00	144.00
669	21/03/2022		HSBC Current		Pitch maintenance	Bennets	S	183.00	36.60	219.60
670	21/03/2022		HSBC Current		Horley in Bloom	Bennets	S	210.00	42.00	252.00
671	21/03/2022		HSBC Current		Innes Pavilion Maintenance	Bennets	S	380.50	76.10	456.60
672	21/03/2022		HSBC Current		Playground repairs	Bennets	S	570.00	114.00	684.00
673	21/03/2022		HSBC Current		Call out	Bennets	S	430.00	86.00	516.00
674	21/03/2022		HSBC Current		Memorial Gardens	Bennets	S	490.00	98.00	588.00
675	21/03/2022		HSBC Current		Office Equipment	Bennets	S	307.00	61.40	368.40
676	21/03/2022		HSBC Current		Ornamental Gdns	Bennets	S	60.00	12.00	72.00
656	21/03/2022		HSBC Current		Bank charge	HSBCnet	Z	12.80		12.80
658	21/03/2022		HSBC Current		Professional Fees	LG Business Consultation	Z	883.10		883.10
677	22/03/2022		HSBC Current		IT Maintenance	Micro Maintenance	S	346.20	69.24	415.44
686	23/03/2022		HSBC Current		Photocopying - copies	SOS Systems	S	35.23	7.05	42.28
687	23/03/2022		HSBC Current		Utilities	British Gas	L	154.29	7.71	162.00
688	23/03/2022		HSBC Current		Utilities	British Gas	L	170.51	8.53	179.04
694	25/03/2022		HSBC Current		Court Lodge Lease of land	RBBC	E	1.00		1.00
689	25/03/2022		HSBC Current		Utilities	British Gas	S	274.66	54.93	329.59
690	25/03/2022		HSBC Current		Maintenance Agreement	British Gas	S	69.54	13.91	83.45
691	25/03/2022		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
692	25/03/2022		HSBC Current		Cleaning	Nviro Ltd	S	1,440.00	288.00	1,728.00
693	25/03/2022		HSBC Current		Ornamental Gdns	Royal British Legion	S	129.16	25.83	154.99
697	28/03/2022		HSBC Payroll		Salaries	Horley Town Council	X	10,561.89		10,561.89
696	28/03/2022		HSBC Payroll		Bank charge	HSBCnet	Z	8.00		8.00
695	30/03/2022		HSBC Current		Bank charge - debit card mach	SumUp	Z	6.08		6.08
703	31/03/2022		FairFX Bank Debit Car		1Password	1Password	E	312.62		312.62
704	31/03/2022		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
705	31/03/2022		FairFX Bank Debit Car		Phone Contract	GiffGaff	S	5.00	1.00	6.00
707	31/03/2022		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
709	31/03/2022		HSBC Current		Office Equipment	Amazon	S	74.52	14.90	89.42
706	31/03/2022		HSBC Current		Photocopying - Lease	CF Corporate Finance	Z	-543.60		-543.60
708	31/03/2022		HSBC Current		Office Equipment	Amazon	Z	-89.42		-89.42
Total								41,298.63	4,663.26	45,961.89

MARCH 2022

25 April 2022 (2021-2022)

Horley Town Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
276	Church Rd Allotments	01/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
277	Church Rd Allotments	01/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
278	Church Rd Allotments	01/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
279	Church Rd Allotments	01/03/2022		HSBC Current		Allotment Rent	Various	E	32.00		32.00
280	Church Rd Allotments	01/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
281	Church Rd Allotments	02/03/2022		HSBC Current		Allotment Rent	Various	E	85.00		85.00
291	Edmonds Hall	03/03/2022		HSBC Current		Hall Hire Fee	Redhill Corps of Drummers	E	160.00		160.00
312	Bank Interest	04/03/2022		HSBC Deposit		Bank interest	HSBCnet	Z	5.38		5.38
294	Pitches/Playgrounds	04/03/2022		HSBC Current		Court Lodge grounds	Extreme Fun	E	300.00		300.00
295	Church Rd Allotments	04/03/2022		HSBC Current		Allotment Rent	Extreme Fun	E	53.00		53.00
296	Chairman's Allowance	04/03/2022		HSBC Current		Mayor's Charity	Extreme Fun	E	7.00		7.00
297	Edmonds Hall Deposits	04/03/2022		HSBC Current		Edmonds Hall deposit	Extreme Fun	E	100.00		100.00
298	Edmonds Hall	07/03/2022		HSBC Current		Hall Hire Fee	Art Class	E	350.00		350.00
299	Edmonds Hall	07/03/2022		HSBC Current		Allotment Rent	Art Class	E	297.00		297.00
300	Edmonds Hall Deposits	07/03/2022		HSBC Current		Football pitch hire	Art Class	E	73.94		73.94
282	Church Rd Allotments	07/03/2022		HSBC Current		Allotment Rent	Various	E	32.00		32.00
302	Utilities	07/03/2022		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	87.85	4.39	92.24
292	Edmonds Hall	08/03/2022		HSBC Current		Hall Hire Fee	Various	E	100.00		100.00
303	Football Pitches	09/03/2022		HSBC Current		Football pitch hire	AFC Crawley	S	80.10	16.02	96.12
283	Church Rd Allotments	09/03/2022		HSBC Current		Allotment Rent	Various	E	32.00		32.00
284	Church Rd Allotments	09/03/2022		HSBC Current		Allotment Rent	Various	E	106.00		106.00
285	Church Rd Allotments	10/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
293	Edmonds Hall	10/03/2022		HSBC Current		Hall Hire Fee	Various	E	120.00		120.00
304	Edmonds Hall	13/03/2022		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	108.00		108.00
286	Church Rd Allotments	15/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
287	Church Rd Allotments	16/03/2022		HSBC Current		Allotment Rent	Various	E	32.00		32.00
305	Events and Banners	18/03/2022		HSBC Current		Banner Display	East Surrey Performing Arts	E	41.08		41.08
306	Pavilion Cafe Rent	22/03/2022		HSBC Current		cafe pavilion	Farmyard Kitch	E	500.00		500.00
307	Pavilion Cafe Utilities	22/03/2022		HSBC Current		cafe pavilion	Farmyard Kitch	S	583.79	116.76	700.55
308	Church Rd Allotments	25/03/2022		HSBC Current		Allotment Rent	Various	E	53.00		53.00
309	Church Rd Allotments	25/03/2022		HSBC Current		Edmonds Hall deposit	Various	E	100.00		100.00
310	Church Rd Allotments	25/03/2022		HSBC Current		Edmonds Hall hire fee	Various	E	105.00		105.00
311	Edmonds Hall	25/03/2022		HSBC Current		Hall Hire Fee	Boni Jenkins	E	148.00		148.00
288	Church Rd Allotments	25/03/2022		HSBC Current		Allotment Rent	Various	E	47.00		47.00
289	Church Rd Allotments	28/03/2022		HSBC Current		Allotment Rent	Various	E	85.00		85.00
290	Church Rd Allotments	29/03/2022		HSBC Current		Allotment Rent	Various	E	68.00		68.00

MARCH 2022
Horley Town Council
RECEIPTS LIST

25 April 2022 (2021-2022)

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	4,210.14	137.17	4,347.31

Horley Town Council

BALANCE SHEET

31/03/2022

<i>(Last) Year Ended</i> 31 Mar 2021		<i>(Current) Year Ended</i> 31 Mar 2022
£	CURRENT ASSETS	£
	Stocks and stores	
283.81	Work in progress	
1.00	Debtors (Net of provision for doubtful debts)	
-1,382.74	Prepayments	
	VAT Recoverable	7,651.64
	Temporary lendings (investments)	
228,772.08	Cash in hand	327,636.30
227,674.15	TOTAL ASSETS	335,287.94
	CURRENT LIABILITIES	
8,047.75	Creditors	
<u>219,626.40</u>	NET ASSETS	<u>335,287.94</u>
	Represented by:	
149,516.35	General fund Balance	219,759.63
	Reserves:	
	Capital	
70,110.05	Earmarked	115,528.31
	Adjustments	
<u>219,626.40</u>		<u>335,287.94</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____

Horley Town Council
Income & Expenditure Account
01/04/2021 to 31/03/2022

(Last) Year Ended 31 Mar 2021		(Current) Year Ended 31 Mar 2022
	<u>Income</u>	
404,676.00	PRECEPT	428,088.00
261.90	COURT LODGE/INNES PAVILION	724.17
24,611.73	LETTINGS AND RENT	37,498.83
56,293.90	INCOME	84,173.81
2,000.00	TOWN CENTRE	2,297.00
3,049.19	ALLOTMENTS	
10,477.40	OFFICE EXPENDITURE	63.44
8.60	HORLEY RECREATION GROUND	9,492.52
	GENERAL	5,479.80
	EMLYN MEADOWS	8.60
-3,791.59	Restated	
<u>£497,587.13</u>		<u>£567,826.17</u>
	<u>Expense</u>	
1,380.00	VAT RECLAIM	1,358.91
7,944.57	LETTINGS AND RENT	896.77
193,318.88	COURT LODGE/INNES PAVILION	7,965.12
29,043.28	SALARIES AND PENSIONS	179,179.96
7,857.44	OFFICE MAINTENANCE & REPAIRS	29,440.52
87,208.97	TOWN CENTRE	11,027.00
16,852.24	GENERAL	43,385.95
2,208.39	SECURITY	7,798.61
32,871.90	MICHAEL CRESCENT	1,158.56
153,414.37	OFFICE EXPENDITURE	25,207.57
7,837.50	HORLEY RECREATION GROUND	58,375.13
76,331.00	GRANTS AND DONATIONS	7,150.00
139.50	GROUPS MAINTENANCE	68,808.52
6,292.35	EMLYN MEADOWS	57.00
23,784.90	ALLOTMENTS	10,355.01
-49,081.03	INCOME	
	Restated	
<u>£597,404.26</u>		<u>£452,164.63</u>
218,012.58	<u>General Fund</u>	
<u>497,587.13</u>	Balance at 01 Apr 2021	149,516.35
715,599.71	ADD Total Income	<u>567,826.17</u>
<u>597,404.26</u>	DEDUCT Total Expenditure	717,342.52
118,195.45	DEDUCT Reserves Balance	<u>265,177.89</u>
-31,320.90	Balance at 31 Mar 2022	45,418.26
<u>£149,516.35</u>		<u>£219,759.63</u>

Reserves:

Earmarked Reserve Balance £115528.31

Horley Town Council
Reserves Balance up to 31st Mar 2022
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
CIL	15,506.10			44,446.35	59,952.45
Election Contingency	11,243.95	-11,243.95			
Parks and Playgrounds	38,360.00				38,360.00
Tree Surgery					
Edmonds Hall	5,000.00	-5,000.00			
Project Funds Cafe		27,000.00	14,784.14		12,215.86
Commercial Hub Initiative		5,000.00			5,000.00
Total Earmarked	70,110.05	15,756.05	14,784.14	44,446.35	115,528.31
TOTAL RESERVE	70,110.05	15,756.05	14,784.14	44,446.35	115,528.31
GENERAL FUND					219,759.63
TOTAL FUNDS					335,287.94

Finance & General Purposes Committee - Terms of Reference

a. The Finance & General Purposes Committee shall **make recommendations** to Full Council relative to:

- i The location of Town Council Offices.
- ii The purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures.
- iii Purchase, disposal, or sale of land.
- iv Leasing, licensing, and letting of land and buildings in the Council's ownership and obtaining planning permission where necessary.
- v Review and variation of Standing Orders, Financial Regulations, and associated policies
- vi Town Council Precept.
- vii Grant Applications
- viii Town and Ward boundary issues.
- ix Changes in legislation or Government directives.
- x Freedom of Information – Model Publication Scheme

b. The Finance & General Purposes Committee shall **exercise the powers and duties** of the Council relative to:

- i. The Town Council Schedule of Meetings.
- ii. Organisation of Town Meeting.
- iii. Civic matters and social functions.
- iv. National Association of Local Councils (NALC)
- v. Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC)
- vi. Newsletter, Annual Report and Town Guide
- vii. The maintenance or replacement as necessary, of Town Council equipment and furnishings in the Albert Rooms.
- viii. Applications for the use of the Albert Rooms by others.
- ix. Charges for the use of Council owned buildings by others.
- x. Placing and variation of insurance policies.
- xi. Ensuring that the Financial Regulations of the Council are strictly adhered to.
- xii. Consideration of all audit reports. (Including Councillors' Audit)
- xiii. Approval of Monthly Financial Reports (to include all payments and receipts for the month in question)
- xiv. Banking arrangements.
- xv. Investments.
- xvi. Accounting functions.
- xvii. Fund-raising.
- xviii. Budget control in accordance with the approved estimates.
- xix. Preparation of annual budget in liaison with other committees.
- xx. Making appointments to, and receiving reports in respect of, its Outside Bodies.