

Policy and Finance Committee

Financial Report Pack

18th March 2024

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 18th March 2024

Subject: Lists of payments and receipts for the period 1st September 2023 – 31st December 2023.

Please see associated document entitled;

ITEM 6 - P and F 18/03/24 - FINANCIAL REPORTS PACK – 01SEPT23 TO
31DEC24

Current/Reserve Account

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	MSDC	DDR	461.00		Non-domestic rates – depot
01/09/2023	MSDC	DDR	354.00		Non-domestic-rates – cemetery
01/09/2023	MSDC	DDR	3,593.00		Non-domestic-rates – Town Hall
01/09/2023	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/8–27/9/23
04/09/2023	Vision ICT Ltd	EBP4082	354.00		Website hosting & support for year to Jul-24
04/09/2023	Streetlights	EBP4083	72.30		To repair st light in Franklands Vill. – replaced fuse
04/09/2023	SLCC Enterprises Ltd	EBP4084	90.00		Fee for staff member to attend Intro to CiLCA 13/9
06/09/2023	Allstar Business Solutions	DDR	116.52		Fuel
06/09/2023	Fairy Dust Events	EBP4086	880.00		Bal. for circus area & performer at Town Day, 9/9
07/09/2023	M Crump	EBP4087	56.83		Reimb. annual sub to Mindomo (re HH in Bloom)
07/09/2023	Paul Stanworth	EBP4090	400.00		Fee for hosting & performing at Town Day
07/09/2023	Cylvian Flynn	EBP4092	100.00		Fee for performing at Town Day, 9/9
07/09/2023	David French Photography	EBP4093	375.00		Photography services for Town Day, 9/9
07/09/2023	Main Street Signs Ltd	EBP4088	107.88		Street nameplate
07/09/2023	Gedney Bulb Company Ltd	EBP4089	1,288.92		12,250 mixed bulbs for spring bedding
07/09/2023	Bright Horizons	EBP4091	2,111.48		30% contrib. to sewerage costs at depot
11/09/2023	HMRC Cumbernauld	EBP4096	6,650.80		Tax & NI Aug-23
11/09/2023	Castle Water Ltd	EBP4095	709.48		Water bill 1/7–31/8/23 – Oathall Avenue allotments
11/09/2023	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Sep-23
11/09/2023	Rod Gaskin Ltd	EBP4094	47.70		To sharpen blades on Kubota ride-on mower
11/09/2023	West Sussex County Council	EBP4097	5,368.68		Pension contributions Aug-23
11/09/2023	Moore	EBP4098	2,016.00		External audit of a/cs, year ended 31/3/23
11/09/2023	KPS Contractors Ltd	EBP4099	488.64		Burials Aug-23
11/09/2023	Total Sense Media Ltd	EBP4100	976.80		Radio commercial for Town Day
11/09/2023	Balcombe Pest Control Ltd	EBP4101	98.40		Inspection of bait points at Oathall Ave allotments
11/09/2023	South & South East in Bloom	EBP4102	64.00		4 places at SSEiB Awards, 29/9
11/09/2023	C J Rumsey Electrical Ltd	EBP4103	222.00		Portable appliance testing (PAT) at depot
11/09/2023	Parc Ponies Ltd	EBP4105	570.00		Balance for donkey rides at Town Day (cxld)
13/09/2023	Allstar Business Solutions	DDR	96.86		Fuel
14/09/2023	NatWest	DDR	15.60		Bankline charges Aug-23
15/09/2023	U3A Haywards Heath & District	EBP4104	239.95		Grant (Min. 23b, P & F 11/9/23)
15/09/2023	L Christopher	EBP4109	143.27		To provide assistance at Town Day, 9/9
15/09/2023	Tick Boom Events	EBP4110	850.00		Face painting/balloon artists – Town Day, 9/9
15/09/2023	CD Assoc. for Family Support Work	EBP4112	500.00		Grant (Min. 23a, P & F 11/9/23)
15/09/2023	Air Ambulance Charity	EBP4113	500.00		Grant (Min. 23e, P & F 11/9/23)
15/09/2023	Girl Guiding H/Heath Town District	EBP4114	998.94		Grant (Min. 23f, P & F 11/9/23)
15/09/2023	Kangaroos Mid Sussex	EBP4115	750.00		Grant (Min. 23d, P & F 11/9/23)
15/09/2023	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Sep-23
15/09/2023	Southern Electric	DDR	487.67		Electricity bill depot 7/6–25/8/23
15/09/2023	HM Prison & Probation Service	EBP4106	8,104.80		Plants for summer bedding
15/09/2023	Pitch Black Lighting	EBP4107	3,000.00		Hire of stage, sound & 'tech' for Town Day
15/09/2023	SOS Systems Ltd	EBP4108	78.04		Black & colour copy chgs 4/8–4/9/23
15/09/2023	Storewatch.co.uk Ltd	EBP4111	1,525.44		Community Warden service 1–31/8/23
18/09/2023	Ashenground Community Centre	EBP4118	750.00		Grant (Min. 23c, P & F 11/9/23)
18/09/2023	Sage Software Ltd	DDR	152.40		Payroll subscription Sep-23
18/09/2023	NatWest onecard	DDR	1,484.30		HHTC credit card transactions Aug-23
18/09/2023	Balcombe Pest Control Ltd	EBP4116	794.40		3-treatment rat control at Oathall Ave allotments

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Current/Reserve Account

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/09/2023	Ernest Doe & Sons Ltd	EBP4117	619.15		Grounds maint. equipment, parts & servicing
19/09/2023	Worldpay	DDR	97.70		Terminal rental, misc. & txn chgs Sep-23
19/09/2023	S Inglesfield	EBP4120	559.50		1 st ½-year Mayor's Allowance
19/09/2023	Ernest Doe & Sons Ltd	EBP4119	278.82		Replacement parts for grounds maint. equipment
20/09/2023	Vodafone Ltd	DDR	53.34		Mobile phone bill Sep-23
20/09/2023	Allstar Business Solutions	DDR	134.12		Fuel
20/09/2023	Southern Electric	DDR	480.44		Electricity bill 2/8-1/9/23
20/09/2023	SE Gas Ltd	DDR	106.42		Gas bill 4/8-5/9/23
21/09/2023	Haywards Heath Concert Band	EBP4123	200.00		Fee for performing at Town Day, 9/9
21/09/2023	SSE Electricity	DDR	562.30		Street lighting energy Aug-23
21/09/2023	Gedney Bulb Company Ltd	EBP4121	75.48		250 crocus bulbs & 300 miniature daffodil bulbs
21/09/2023	Cox Skips	EBP4122	358.80		6yd ³ skip to dispose of sundry waste
26/09/2023	AK Hosiery Ltd	EBP4124	1,856.40		260 throws for 'Leave No One Behind' campaign
26/09/2023	PHS Group plc	DDR	90.30		Waste Tfr Note fee re cloakroom services
28/09/2023	Members' Allowances	BULK LIST PAYT	6,617.04		1 st ½-year payment
28/09/2023	Salaries & expenses	BULK LIST PAYT	21,170.16		Sep-23
28/09/2023	Focus Group	DDR	108.12		Line rentals & calls Sep-23
28/09/2023	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Sep-23
29/09/2023	NatWest	DDR	21.00		Account service charge (monthly)
05/09/2023	Arthur J Gallagher Insurance Brokers	EBP4085	1,381.74		Cyber insurance renewal for 2023/24
29/09/2023	Champions UK plc	EBP4125	1,740.00		Town Day '24 – deposit for Take That tribute band
		Total Payments	85,076.43		

Current/Reserve Account

List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2023	MSDC	DDR	461.00		Non-domestic rates – depot
01/10/2023	MSDC	DDR	354.00		Non-domestic-rates – cemetery
01/10/2023	MSDC	DDR	3,593.00		Non-domestic-rates – Town Hall
02/10/2023	South East Business Systems Ltd	DDR	348.20		Remote back-up; IT system rental; encryption
03/10/2023	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/9–27/10/23
03/10/2023	Lemonade Print Group Ltd	EBP4126	581.20		1,500x A5 Town Day programmes
03/10/2023	Graffiti Removal Ltd	EBP4127	974.52		42L of specialist graffiti removal supplies
03/10/2023	MSDC	EBP4128	626.75		Ground rent 1/10–31/12/23
04/10/2023	HMRC Cumbernauld	EBP4131	8,709.85		Tax & NI Sep-23
04/10/2023	Pulse South Coast Ltd	EBP4135	80.00		First aid cover for Remembrance Sunday
04/10/2023	Cox Skips	EBP4129	358.80		6yd ³ skip to dispose of sundry waste
04/10/2023	Kiwa CMT	EBP4130	1,584.00		Inspection & testing of st lighting columns
04/10/2023	West Sussex County Council	EBP4132	5,023.79		Pension contributions Sep-23
04/10/2023	StarBrite Chemicals Ltd	EBP4133	168.35		Cleaning supplies, toilet rolls & handwash
04/10/2023	PEAC (UK) Ltd	EBP4134	279.60		Photocopier rental 12/11–11/2/24 + service fee
09/10/2023	CCLA Public Sector Deposit Fund	TFR1	25,000.00		Opening deposit
10/10/2023	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Oct-23
11/10/2023	Allstar Business Solutions	DDR	188.31		Fuel
12/10/2023	WSALC Limited	EBP4137	3,507.34		2023/24 subscriptions to WSALC & NALC
15/10/2023	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Oct-23
16/10/2023	NatWest	DDR	28.80		Bankline charges Sep-23
16/10/2023	Sage Software Ltd	DDR	152.40		Payroll subscription Oct-23
16/10/2023	Southern Electric	DDR	369.57		Electricity bill depot 7/6–25/8/23 (adjusted)
17/10/2023	Castle Water Ltd	DDR	33.15		Water bill 1–30/9/23 – Summerhill Ln allotments
17/10/2023	NatWest onecard	DDR	1,141.92		HHTC credit card transactions Sep-23
18/10/2023	Allstar Business Solutions	DDR	39.42		Fuel
19/10/2023	Castle Water Ltd	DDR	1.24		Water bill 1–30/9/23 – Comm. Sq roundabout
19/10/2023	Worldpay	DDR	55.91		Terminal rental, misc. & txn chgs Oct-23
19/10/2023	Southern Electric	DDR	506.35		Electricity bill 2/9–1/10/23
19/10/2023	SE Gas Ltd	DDR	146.13		Gas bill 6/9–4/10/23
19/10/2023	Streetlights	EBP4138	2,085.84		St lighting: Q3 maint. contract + 2 repairs
19/10/2023	Tudor Environmental	EBP4139	30.82		6 disposable protective coveralls
19/10/2023	Colemans Loos	EBP4140	852.00		Hire of 8 portaloos for Town Day, 9/9
19/10/2023	Sentinel Laboratories Ltd	EBP4141	43.20		270 disposable nitrile gloves
19/10/2023	SOS Systems Ltd	EBP4142	104.32		Black & colour copy chgs 4/9–4/10/23
19/10/2023	Amadeus	EBP4143	39.56		A3 paper, A3 laminating pouches & string
19/10/2023	Balcombe Pest Control Ltd	EBP4144	98.40		Inspection of bait points at Oathall Ave allotments
19/10/2023	Storewatch.co.uk Ltd	EBP4145	592.48		Community Warden service 1–30/9/23
19/10/2023	KPS Contractors Ltd	EBP4146	1,594.88		Burials Sep-23
19/10/2023	Main Street Signs Ltd	EBP4147	95.16		Street nameplate
20/10/2023	SSE Electricity	DDR	562.30		Street lighting energy Sep-23
20/10/2023	Vodafone Ltd	DDR	53.34		Mobile phone bill Oct-23
25/10/2023	S Harris	EBP4150	120.00		Reimbursement for Best Kept Garden prizes
25/10/2023	SLCC Enterprises Ltd	EBP4148	450.00		CiLCA qualification fee for staff member
25/10/2023	Trustees RNS Clarke Will Trust	EBP4149	1,132.30		Depot rent Oct-23

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Current/Reserve Account

List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/10/2023	South East Business Systems Ltd	EBP4151	2,547.60		Lenovo ThinkPad X1 Yoga laptop
27/10/2023	S Inglesfield	EBP4152	30.00		Reimbursement for gift for Bondues
27/10/2023	Salaries & expenses	BULK LIST PAYT	19,676.76		Oct-23
27/10/2023	A Reilly	EBP4154	371.25		Catering for Best Kept Garden reception 22/10
27/10/2023	Golden Awards	EBP4153	35.00		To engrave 3 trophies for Best Kept Garden comp
30/10/2023	C Trice	EBP4155	84.00		Admin work 25/8/23 & 30/8/23
30/10/2023	HMRC Cumbernauld	EBP4157	6,677.16		Tax & NI Oct-23
30/10/2023	Focus Group	DDR	104.76		Line rentals & calls Oct-23
30/10/2023	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Oct-23
30/10/2023	West Sussex County Council	EBP4156	4,955.63		Pension contributions Oct-23
31/10/2023	NatWest	DDR	16.45		Account service charge (monthly)
31/10/2023	South East Business Systems Ltd	DDR	348.20		Remote back-up; IT system rental; encryption
		Total Payments	97,535.51		

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	MSDC	DDR	461.00		Non-domestic rates – depot
01/11/2023	MSDC	DDR	354.00		Non-domestic-rates – cemetery
01/11/2023	MSDC	DDR	3,593.00		Non-domestic-rates – Town Hall
01/11/2023	Allstar Business Solutions	DDR	128.81		Fuel
01/11/2023	Public Works Loan Board	DDR	4,404.00		Loan repayment instalment
02/11/2023	Castle Water Ltd	EBP4158	53.67		Water bill 1–30/9/23 – Oathall Avenue allotments
02/11/2023	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/10–27/11/23
03/11/2023	Scottish Water Business Stream	DDR	91.53		Waste water chgs 12/7–11/10/23 – Town Hall
03/11/2023	Scottish Water Business Stream	DDR	33.15		Waste water chgs 20/7–19/10/23 – cemetery
03/11/2023	Frontier Fireworks Ltd	EBP4159	960.00		40% payt for fireworks display on 25/11/23
06/11/2023	Castle Water Ltd	EBP4160	267.93		Water bill 1–30/9/23 – Vale Road allotments
08/11/2023	Blachere Illumination UK Ltd	EBP4161	6,496.20		2 nd payment for festive lighting display '23/24
09/11/2023	Clear Channel UK Ltd	EBP4162	2,000.00		Bus shelter contract 1/10/22–30/9/23 (VAT only)
10/11/2023	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Nov-23
10/11/2023	Castle Water Ltd	EBP4171	74.37		Water bill 1–31/10/23 – Oathall Avenue allotments
10/11/2023	SOS Systems Ltd	EBP4163	94.26		Black & colour copy chgs 4/10–6/11/23
10/11/2023	StarBrite Chemicals Ltd	EBP4164	257.22		Cleaning supplies, hand towels, sacks & toilet rolls
10/11/2023	Storewatch.co.uk Ltd	EBP4165	1,947.66		Community Warden service 1–31/10/23
10/11/2023	KPS Contractors Ltd	EBP4166	1,459.97		Burials Oct-23
10/11/2023	Balcombe Pest Control Ltd	EBP4167	98.40		Inspection of bait points at Oathall Ave allotments
10/11/2023	Beacon Fencing Ltd	EBP4168	36.00		6 bags of 'Postfix' concrete
10/11/2023	Lemonade Print Group Ltd	EBP4169	280.00		700 Orders of Service for Remembrance Sunday
10/11/2023	Rohan Solicitors LLP	EBP4170	388.80		Professional charges regarding staff matter
13/11/2023	Main Street Signs Ltd	EBP4172	388.56		5 street nameplates
13/11/2023	Mantra Magazines Ltd	EBP4173	1,152.00		Distribution of Autumn '23 Newsletter
23/11/2023	S Lunn	EBP4185	30.00		Refund of deposit for room booking 28/6/25
15/11/2023	NatWest	DDR	17.60		Bankline charges Oct-23
15/11/2023	Royal British Legion Poppy Appeal	EBP4174	50.00		Donation for poppy wreath
15/11/2023	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Nov-23
15/11/2023	Ernest Doe & Sons Ltd	EBP4175	256.19		Grounds maint. workwear, eqpt & supplies
16/11/2023	Sage Software Ltd	DDR	152.40		Payroll subscription Nov-23
17/11/2023	4Sight Vision Support	EBP4176	350.00		Grant (Min. 43f, P & F 13/11/23)
17/11/2023	Mid Sussex Radio CIC	EBP4177	500.00		Grant (Min. 43b, P & F 13/11/23)
17/11/2023	Haywards Heath Division Guide HQ	EBP4178	500.00		Grant (Min. 43c, P & F 13/11/23)
17/11/2023	Northlands Wood Primary Academy	EBP4179	500.00		Grant (Min. 43d, P & F 13/11/23)
17/11/2023	Home-Start	EBP4180	500.00		Grant (Min. 43a, P & F 13/11/23)
17/11/2023	The Yews (HH) Community Partnership	EBP4181	250.00		Grant (Min. 43e, P & F 13/11/23)
17/11/2023	Castle Water Ltd	DDR	53.86		Water bill 1–31/10/23 – Summerhill Ln allotments
17/11/2023	NatWest onecard	DDR	1,621.06		HHTC credit card transactions Oct-23
20/11/2023	Castle Water Ltd	DDR	5.99		Water bill 1–31/10/23 – Comm. Sq roundabout
21/11/2023	Worldpay	DDR	55.74		Terminal rental, misc. & txn chgs Nov-23
22/11/2023	Allstar Business Solutions	DDR	119.97		Fuel
22/11/2023	CCLA Public Sector Deposit Fund	TFR2	25,000.00		Deposit #2 (balance = £50,000.00)
23/11/2023	MSDC	EBP4182	6,685.98		CCTV maint. & transmission costs 2023/24
23/11/2023	Ernest Doe & Sons Ltd	EBP4183	295.34		Grounds maint. eqpt, parts, supplies & safetywear
23/11/2023	Jewson Ltd	EBP4184	96.03		6 bulk bags & 1 day's hire of combi ladder
28/11/2023	Focus Group	DDR	120.86		Line rentals & calls Nov-23

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Current/Reserve Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2023	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Nov-23
28/11/2023	Salaries & expenses	BULK LIST PAYT	29,468.00		Nov-23
29/11/2023	Allstar Business Solutions	DDR	98.82		Fuel
29/11/2023	Storewatch.co.uk Ltd	EBP4188	1,020.82		Community Warden service 1-31/7/23
30/11/2023	Dulux Decorator Centre	DDR	72.70		4kg of anti-climb paint for allotment site
30/11/2023	NatWest	DDR	27.30		Account service charge (monthly)
30/11/2023	Southern Electric	DDR	640.50		Electricity bill 2-31/10/23
30/11/2023	F Goddard & Sons Ltd	EBP4187	192.00		To service 2 boilers (Town Hall)
30/11/2023	Trustees RNS Clarke Will Trust	EBP4186	2,264.60		Depot rent Nov-23 & Dec-23
22/11/2023	Vodafone Ltd	DDR	53.34		Mobile phone bill Nov-23
		Total Payments	97,535.51		

Current/Reserve Account

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	MSDC	DDR	461.00		Non-domestic rates – depot
01/12/2023	MSDC	DDR	354.00		Non-domestic-rates – cemetery
01/12/2023	MSDC	DDR	3,593.00		Non-domestic-rates – Town Hall
01/12/2023	CCLA Public Sector Deposit Fund	TFR3	25,000.00		Deposit #3 (balance = £75,000.00)
01/12/2023	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/11–27/12/23
01/12/2023	South East Business Systems Ltd	DDR	42.60		Data encryption service (monthly)
01/12/2023	South East Business Systems Ltd	DDR	64.58		Remote data & system back-up (monthly)
01/12/2023	South East Business Systems Ltd	DDR	241.02		IT system rental (monthly)
01/12/2023	South East Business Systems Ltd	DDR	271.24		Remote support for quarter Dec '23–Feb '24
04/12/2023	HMRC Cumbernauld	EBP4188A	12,654.28		Tax & NI Nov-23
04/12/2023	SOS Systems Ltd	EBP4189	10.74		Delivery charge for printer toner
04/12/2023	West Sussex County Council	EBP4190	7,782.78		Pension contributions Nov-23
04/12/2023	B & B Trailers	EBP4191	93.00		Parts for trailer
04/12/2023	Balcombe Estate	EBP4192	230.40		Xmas tree for Commercial Sq roundabout
04/12/2023	WSALC Limited	EBP4193	438.00		CiLCA Support Programme for staff member
04/12/2023	Mulberry & Co.	EBP4194	246.90		Interim internal audit 2023/24
04/12/2023	Amadeus	EBP4195	61.26		A4 subject dividers & 10 reams of A4 paper
04/12/2023	Contego Safety Solutions	EBP4196	51.61		Sweatshirt & 2 polo shirts for groundsman
06/12/2023	CCLA Public Sector Deposit Fund	TFR4	25,000.00		Deposit #4 (balance = £100,000.00)
06/12/2023	SSE Electricity	DDR	445.88		Street lighting energy Oct-23
07/12/2023	SE Gas Ltd	DDR	250.75		Gas bill 5–31/10/23
07/12/2023	Southern Electric	DDR	139.74		Electricity bill depot 26/8–15/11/23
07/12/2023	Frontier Fireworks Ltd	EBP4197	1,200.00		50% payt for fireworks display on 25/11/23
09/12/2023	Coughtreys Catering	EBP4220	180.00		Deposit for catering for Mayor's charity event, 8/3
11/12/2023	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Dec-23
11/12/2023	Valda Energy Ltd	DDR	1,375.50		Electricity & gas charges 16/11–15/12/23
11/12/2023	Wilbar Associates Ltd	EBP4198	501.60		Street Works reassessments for 2 groundsmen
11/12/2023	KPS Contractors Ltd	EBP4199	1,573.88		Burials Nov-23
11/12/2023	6-10 Traffic Management	EBP4200	204.00		Road closure for Remembrance Sunday
12/12/2023	Southern Electric	DDR	320.27		Electricity bill 1–15/11/23
13/12/2023	Allstar Business Solutions	DDR	120.11		Fuel
14/12/2023	Southern Electric	DDR	24.53		Electricity bill 1–15/11/23 (adjusted)
14/12/2023	Southern Electric	DDR	296.68		Electricity bill depot 29/9–15/11/23 (adjusted)
15/12/2023	NatWest	DDR	18.00		Bankline charges Nov-23
15/12/2023	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Dec-23
18/12/2023	Sage Software Ltd	DDR	152.40		Payroll subscription Dec-23
18/12/2023	NatWest onecard	DDR	843.14		HHTC credit card transactions Nov-23
19/12/2023	Castle Water Ltd	EBP4205	27.75		Water bill 1–30/11/23 – Town Hall
19/12/2023	Castle Water Ltd	EBP4209	53.87		Water bill 1–30/11/23 – Oathall Avenue allotments
19/12/2023	Mr S Wadmore	EBP4214	21.00		Caretaker cover 10/12/23
19/12/2023	Worldpay	DDR	55.74		Terminal rental, misc. & txn chgs Dec-23
19/12/2023	Castle Water Ltd	EBP4216	150.83		Water bill 1/10–30/11/23 – Vale Road allotments
19/12/2023	Balcombe Pest Control Ltd	EBP4201	98.40		Inspection of bait points at Oathall Ave allotments
19/12/2023	Cox Skips	EBP4202	358.80		6yd³ skip to dispose of sundry waste
19/12/2023	David Ogilvie Engineering Ltd	EBP4203	783.60		Lucastes Ward Budget payt – 40L litter bin
19/12/2023	SOS Systems Ltd	EBP4204	110.42		Black & colour copy chgs 6/11–4/12/23
19/12/2023	Jewson Ltd	EBP4206	25.51		2 cutting discs & 7.2m length of timber

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Current/Reserve Account

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/12/2023	Blachere Illumination UK Ltd	EBP4207	114.00		Xmas gobo for projector on Muster Green
19/12/2023	Ernest Doe & Sons Ltd	EBP4208	355.57		Grounds maint. safetywear, eqpt & supplies
19/12/2023	Streetlights	EBP4210	115.50		2 st lights at Calbourne – reset time switches
19/12/2023	The Southern Co-operative	EBP4211	1,274.81		Community Warden service 12/12/22–31/3/23
19/12/2023	HM Prison & Probation Service	EBP4212	5,118.30		Plants for Winter '23/Spring '24 bedding
19/12/2023	Storwatch.co.uk Ltd	EBP4215	2,342.64		Community Warden service Nov-23
19/12/2023	IPS Fire and Security	EBP4213	370.20		Fire blanket; replacement security hardware
20/12/2023	Vodafone Ltd	DDR	56.21		Mobile phone bill Dec-23
21/12/2023	Salaries & expenses	BULK LIST PAYT	22,613.86		Dec-23
21/12/2023	Castle Water Ltd	DDR	4.95		Water bill 1–30/11/23 – cemetery
22/12/2023	Castle Water Ltd	DDR	5.80		Water bill 1–30/11/23 – Comm. Sq roundabout
27/12/2023	Allstar Business Solutions	DDR	118.55		Fuel
28/12/2023	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Dec-23
29/12/2023	NatWest	DDR	17.85		Account service charge (monthly)
29/12/2023	HMRC Cumbernauld	EBP4219	7,565.40		Tax & NI Dec-23
29/12/2023	Focus Group	DDR	112.49		Line rentals & calls Dec-23
29/12/2023	Dulux Decorator Centre	DDR	43.07		2x 5-packs of brushes & 2L of brush cleaner
29/12/2023	West Sussex County Council	EBP4217	5,288.59		Pension contributions Dec-23
29/12/2023	Main Street Signs Ltd	EBP4218	122.64		Street nameplate
		Total Payments	132,089.74		

Current/Reserve Account

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 01/09/2023	355.00						
		A Barnes & W Walker	355.00			1010	105	355.00	Bal. for civil marriage, 16/9/23
		Banked: 01/09/2023	355.00						
		S Hardiman & K George	355.00			1010	105	355.00	Bal. for civil marriage, 15/9/23
		Banked: 01/09/2023	35.00						
		K Miller	35.00			4430	210	35.00	Town Day fee – TD42
		Banked: 04/09/2023	90.00						
		Sales Recpts Page 2487	90.00	90.00		100			Sales Recpts Page 2487
		Banked: 04/09/2023	261.00						
		Sales Recpts Page 2488	261.00	261.00		100			Sales Recpts Page 2488
		Banked: 04/09/2023	35.00						
		T Taylor	35.00			4430	210	35.00	Town Day fee – TD(CC)
		Banked: 04/09/2023	35.00						
		N Furminger	35.00			4430	210	35.00	Town Day fee – TD(Y)
		Banked: 04/09/2023	1,000.00						
		Pembroke Financial Services	1,000.00			1056	110	1,000.00	Sponsor Mayor's charity event
		Banked: 05/09/2023	35.00						
		F Wills	35.00			4430	210	35.00	Town Day fee – TD(W)
		Banked: 05/09/2023	35.00						
		Leightons Opticians	35.00			4430	210	35.00	Town Day fee – TD02
		Banked: 05/09/2023	35.00						
		Family Chiropractic Clinic	35.00			4430	210	35.00	Town Day fee – TD(S)
		Banked: 07/09/2023	35.00						
		W Rees	35.00			4430	210	35.00	Town Day fee – TD(V)
		Banked: 08/09/2023	96.75						
		Sales Recpts Page 2489	96.75	96.75		100			Sales Recpts Page 2489
		Banked: 08/09/2023	49.00						
		Sales Recpts Page 2490	49.00	49.00		100			Sales Recpts Page 2490
		Banked: 08/09/2023	35.00						
		A Regen	35.00			4430	210	35.00	Town Day fee – TD(E)
		Banked: 11/09/2023	1,255.00						
		R A Brooks & Son	1,255.00			1000	201	1,255.00	Cemetery
		Banked: 11/09/2023	120.00						
		R A Brooks & Son	120.00			1000	201	120.00	Cemetery
		Banked: 12/09/2023	205.00						
		Brian's Mobile Bars	205.00			1056	110	205.00	Donation to Mayor's charity
		Subtotal Carried Forward:	4,066.75	496.75	0.00			3,570.00	

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Haywards Heath Town Council
Cashbook 1

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Current/Reserve Account

Receipts received between 01/09/2023 and 30/09/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 13/09/2023	66.00						
		R A Brooks & Son	66.00			1000	201	66.00	Cemetery
		Banked: 13/09/2023	174.00						
		N Burt	174.00			1000	201	174.00	Cemetery
		Banked: 15/09/2023	43.00						
		Sales Recpts Page 2491	43.00	43.00		100			Sales Recpts Page 2491
		Banked: 15/09/2023	668.00						
		R A Brooks & Son	668.00			1000	201	668.00	Cemetery
		Banked: 18/09/2023	592.00						
		Sales Recpts Page 2492	592.00	592.00		100			Sales Recpts Page 2492
		Banked: 18/09/2023	174.00						
		D Carruthers (M Newton)	174.00			1000	201	174.00	Cemetery
		Banked: 19/09/2023	359.00						
		Sussex Family Funeral Directors	359.00			1000	201	359.00	Cemetery
100946		Banked: 21/09/2023	595.00						
100946		Manual Pay-In	595.00			1000	201	174.00	Cemetery
						1000	201	120.00	Cemetery
				301.00		100			Sales Recpts Page 2495
		Banked: 22/09/2023	75.48						
		Receipts by card	75.48			4230	110	56.40	Reimb. for crocus & daffodil bulbs
						4230	110	19.08	Reimb. for mini daffodil bulbs
		Banked: 27/09/2023	313.50						
		Sales Recpts Page 2493	313.50	313.50		100			Sales Recpts Page 2493
		Banked: 29/09/2023	384,012.00						
		Mid Sussex District Council	384,012.00			1176	107	384,012.00	2 nd ½-year precept
		Banked: 29/09/2023	835.94						
		NatWest	835.94			1190	110	835.94	Reserve A/c interest Sep-23
		Total Receipts:	391,974.67	1,746.25	0.00			390,228.42	

Current/Reserve Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 02/10/2023	120.00						
		Sussex Family Funeral Directors	120.00			1000	201	120.00	Cemetery
		Banked: 03/10/2023	580.00						
		Sales Recpts Page 2496	580.00	580.00		100			Sales Recpts Page 2496
		Banked: 04/10/2023	80.00						
		Sales Recpts Page 2497	80.00	80.00		100			Sales Recpts Page 2497
		Banked: 04/10/2023	43.00						
		Sales Recpts Page 2498	43.00	43.00		100			Sales Recpts Page 2498
		Banked: 05/10/2023	129.00						
		Sales Recpts Page 2499	129.00	129.00		100			Sales Recpts Page 2499
		Banked: 05/10/2023	228.38						
		Sales Recpts Page 2500	228.38	228.38		100			Sales Recpts Page 2500
		Banked: 05/10/2023	384.75						
		Monastery of the Visitation	384.75			9002	900	384.75	(1/4) Maint. nuns' burial area
		Banked: 09/10/2023	134.00						
		Sales Recpts Page 2501	134.00	134.00		100			Sales Recpts Page 2501
		Banked: 09/10/2023	72.50						
		Sales Recpts Page 2502	72.50	72.50		100			Sales Recpts Page 2502
		Banked: 09/10/2023	36.00						
		Sales Recpts Page 2503	36.00	36.00		100			Sales Recpts Page 2503
		Banked: 09/10/2023	-134.00						
		Sales Recpts Page 2510	-134.00	-134.00		100			Sales Recpts Page 2510
		Banked: 09/10/2023	134.00						
		Sales Recpts Page 2511	134.00	134.00		100			Sales Recpts Page 2511
		Banked: 10/10/2023	261.00						
		Sales Recpts Page 2504	261.00	261.00		100			Sales Recpts Page 2504
		Banked: 10/10/2023	670.00						
		R A Brooks & Son	670.00			1000	201	670.00	Cemetery
		Banked: 10/10/2023	610.00						
		R A Brooks & Son	610.00			1000	201	610.00	Cemetery
		Banked: 11/10/2023	167.00						
		Memorial Perfection (Grantham, Lincs.)	167.00			1000	201	167.00	Cemetery
		Banked: 12/10/2023	120.00						
		Masters & Son Funeral Directors	120.00			1000	201	120.00	Cemetery
		Banked: 12/10/2023	1,000.00						
		CSL Behring UK Ltd	1,000.00			4433	210	1,000.00	Sponsor – Town Day
		Subtotal Carried Forward:	4,635.63	1,563.88	0.00			3,071.75	

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Haywards Heath Town Council
Cashbook 1

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Current/Reserve Account

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 13/10/2023	54.00						
		Sales Recpts Page 2505	54.00	54.00		100			Sales Recpts Page 2505
		Banked: 16/10/2023	115.50						
		C King	115.50			1000	201	115.50	Cemetery
		Banked: 20/10/2023	250.00						
		Sussex Family Funeral Directors	250.00			4433	210	250.00	Sponsor/'Leave No One Behind'
		Banked: 23/10/2023	87.00						
		Sales Recpts Page 2506	87.00	87.00		100			Sales Recpts Page 2506
		Banked: 24/10/2023	522.00						
		Sales Recpts Page 2507	522.00	522.00		100			Sales Recpts Page 2507
		Banked: 24/10/2023	500.00						
		Orchards Shopping Centre	500.00			4433	210	500.00	Sponsor/'Leave No One Behind'
		Banked: 26/10/2023	115.00						
		Sussex Family Funeral Directors	115.00			1000	201	115.00	Cemetery
		Banked: 31/10/2023	181.50						
		Sales Recpts Page 2508	181.50	181.50		100			Sales Recpts Page 2508
100947		Banked: 31/10/2023	409.50						
100947		Manual Pay-In	409.50			1000	201	115.50	Cemetery
						1000	201	66.00	Cemetery
						1000	201	174.00	Cemetery
				54.00		100			Sales Recpts Page 2509
		Banked: 31/10/2023	1,490.59						
		NatWest	1,490.59			1190	110	1,490.59	Reserve A/c interest Oct-23
		Total Receipts:	8,360.72	2,462.38	0.00			5,898.34	

Current/Reserve Account

Receipts received between 01/11/2023 and 30/11/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 02/11/2023	54.00						
		Sales Recpts Page 2512	54.00	54.00		100			Sales Recpts Page 2512
		Banked: 02/11/2023	54.00						
		Sales Recpts Page 2513	54.00	54.00		100			Sales Recpts Page 2513
		Banked: 02/11/2023	191.50						
		Sales Recpts Page 2514	191.50	191.50		100			Sales Recpts Page 2514
		Banked: 02/11/2023	43.00						
		Sales Recpts Page 2515	43.00	43.00		100			Sales Recpts Page 2515
		Banked: 02/11/2023	72.50						
		Sales Recpts Page 2516	72.50	72.50		100			Sales Recpts Page 2516
		Banked: 02/11/2023	257.75						
		Sales Recpts Page 2517	257.75	257.75		100			Sales Recpts Page 2517
		Banked: 02/11/2023	70.00						
		Sales Recpts Page 2518	70.00	70.00		100			Sales Recpts Page 2518
		Banked: 02/11/2023	306.00						
		Sales Recpts Page 2519	306.00	306.00		100			Sales Recpts Page 2519
		Banked: 02/11/2023	261.00						
		Sales Recpts Page 2520	261.00	261.00		100			Sales Recpts Page 2520
		Banked: 03/11/2023	135.00						
		Sales Recpts Page 2521	135.00	135.00		100			Sales Recpts Page 2521
		Banked: 03/11/2023	462.48						
		G Briggs	462.48			9036/ 1050	900/ 110	462.48	Reimb. for supply & installation of 2 st nameplates (Oakwood Rd)
		Banked: 06/11/2023	36.00						
		Sales Recpts Page 2522	36.00	36.00		100			Sales Recpts Page 2522
		Banked: 06/11/2023	161.25						
		Sales Recpts Page 2523	161.25	161.25		100			Sales Recpts Page 2523
		Banked: 07/11/2023	271.66						
		C Solomon	271.66			4305	201	271.66	Reimb. for shrubs at War Memorial
		Banked: 10/11/2023	64.50						
		Sales Recpts Page 2524	64.50	64.50		100			Sales Recpts Page 2524
		Banked: 10/11/2023	120.00						
		R A Brooks & Son	120.00			1000	201	120.00	Cemetery
		Banked: 13/11/2023	54.00						
		Sales Recpts Page 2525	54.00	54.00		100			Sales Recpts Page 2525
		Banked: 14/11/2023	200.00						
		Subtotal Carried Forward:	2,814.64	1,760.50	0.00			854.14	

Current/Reserve Account

Receipts received between 01/11/2023 and 30/11/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Haywards Heath Lions Club	200.00			4433	210	200.00	Donation/'Leave No One Behind'
		Banked: 15/11/2023	56.33						
		G Dawson	56.33			1020	201	56.33	Allotment rent – A 8
		Banked: 16/11/2023	115.20						
		R A Brooks & Son	115.20			1000	201	115.20	Cemetery
		Banked: 17/11/2023	330.50						
		Sales Recpts Page 2526	330.50	330.50		100			Sales Recpts Page 2526
		Banked: 20/11/2023	492.58						
		Summerhill Lane Allotment Assoc.	492.58			4300	201	492.58	Reimb. water bill 18/11/22–2/11/23
		Banked: 21/11/2023	73.50						
		Sales Recpts Page 2527	73.50	73.50		100			Sales Recpts Page 2527
		Banked: 22/11/2023	2,026.20						
		Lindfield Parish Council	2,026.20			1050	110	2,026.20	Grass cutting in Lindfield '23/24
		Banked: 22/11/2023	100.00						
		Ardingly Choral Society	100.00			1056	110	100.00	Donation to Mayor's charity
		Banked: 22/11/2023	3,750.00						
		Mid Sussex District Council	3,750.00			1050	110	3,750.00	Env. services Agreement '23/24
		Banked: 23/11/2023	610.00						
		Sussex Family Funeral Directors	610.00			1000	201	610.00	Cemetery
		Banked: 28/11/2023	661.00						
		Sales Recpts Page 2528	661.00	661.00		100			Sales Recpts Page 2528
		Banked: 29/11/2023	43.00						
		Sales Recpts Page 2529	43.00	43.00		100			Sales Recpts Page 2529
		Banked: 29/11/2023	725.50						
		Sussex Family Funeral Directors	725.50			1000	201	115.50	Cemetery
						1000	201	610.00	Cemetery
		Banked: 30/11/2023	1,124.56						
		NatWest	1,124.56			1190	110	1,124.56	Reserve A/c interest Nov-23
		Banked: 30/11/2023	36.00						
		Sales Recpts Page 2530	36.00	36.00		100			Sales Recpts Page 2530
		Banked: 30/11/2023	348.00						
		Sales Recpts Page 2531	348.00	348.00		100			Sales Recpts Page 2531
100948		Banked: 30/11/2023	715.25						
100948		Manual Pay-In	715.25			1000	201	115.50	Cemetery
						1000	201	167.00	Cemetery
						4300	201	432.75	VRAS water bill 1/10/22–1/10/23
		Total Receipts:	14,022.26	3,252.50	0.00			10,769.76	

Haywards Heath Town Council
Cashbook 1
Current/Reserve Account

Receipts received between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 01/12/2023	313.50						
		Sales Recpts Page 2532	313.50	313.50		100			Sales Recpts Page 2532
		Banked: 01/12/2023	70.00						
		Sales Recpts Page 2533	70.00	70.00		100			Sales Recpts Page 2533
		Banked: 04/12/2023	36.00						
		Sales Recpts Page 2534	36.00	36.00		100			Sales Recpts Page 2534
		Banked: 04/12/2023	118.50						
		Sales Recpts Page 2535	118.50	118.50		100			Sales Recpts Page 2535
		Banked: 04/12/2023	432.00						
		Sales Recpts Page 2536	432.00	432.00		100			Sales Recpts Page 2536
		Banked: 05/12/2023	106.00						
		Sales Recpts Page 2537	106.00	106.00		100			Sales Recpts Page 2537
		Banked: 05/12/2023	129.00						
		Sales Recpts Page 2538	129.00	129.00		100			Sales Recpts Page 2538
		Banked: 08/12/2023	163.50						
		Sales Recpts Page 2539	163.50	163.50		100			Sales Recpts Page 2539
		Banked: 08/12/2023	113.50						
		Sales Recpts Page 2540	113.50	113.50		100			Sales Recpts Page 2540
		Banked: 08/12/2023	115.50						
		Sussex Family Funeral Directors	115.50			1000	201	115.50	Cemetery
		Banked: 11/12/2023	43.00						
		Sales Recpts Page 2541	43.00	43.00		100			Sales Recpts Page 2541
		Banked: 11/12/2023	72.50						
		Sales Recpts Page 2542	72.50	72.50		100			Sales Recpts Page 2542
		Banked: 11/12/2023	45.00						
		Sales Recpts Page 2543	45.00	45.00		100			Sales Recpts Page 2543
		Banked: 13/12/2023	72.00						
		Sales Recpts Page 2544	72.00	72.00		100			Sales Recpts Page 2544
		Banked: 13/12/2023	61.00						
		Sales Recpts Page 2545	61.00	61.00		100			Sales Recpts Page 2545
		Banked: 14/12/2023	90.48						
		H Shepherd	90.48			9036	900	90.48	Reimb. for street nameplate
		Banked: 14/12/2023	1,000.00						
		CSL Behring UK Ltd	1,000.00			4433	210	1,000.00	Sponsor/'Leave No One Behind'
		Banked: 15/12/2023	610.00						
		Bridee Whyte Funeral Services	610.00			1000	201	610.00	Cemetery
		Subtotal Carried Forward:	3,591.48	1,775.50	0.00			1,815.98	

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Haywards Heath Town Council
Cashbook 1
Current/Reserve Account

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Receipts received between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 18/12/2023	174.00						
		D Russell	174.00			1000	201	174.00	Cemetery
		Banked: 19/12/2023	670.00						
		Sussex Family Funeral Directors	670.00			1000	201	670.00	Cemetery
		Banked: 21/12/2023	79.75						
		Sales Recpts Page 2546	79.75	79.75		100			Sales Recpts Page 2546
		Banked: 22/12/2023	580.00						
		Sales Recpts Page 2547	580.00	580.00		100			Sales Recpts Page 2547
		Banked: 22/12/2023	294.00						
		Sales Recpts Page 2548	294.00	294.00		100			Sales Recpts Page 2548
		Banked: 22/12/2023	585.00						
		Sussex Family Funeral Directors	585.00			1000	201	585.00	Cemetery
		Banked: 27/12/2023	4,780.00						
		The Martins Funeral Directors	4,780.00			1000	201	4,780.00	Cemetery
		Banked: 29/12/2023	933.35						
		NatWest	933.35			1190	110	933.35	Reserve A/c interest Dec-23
		Total Receipts:	11,687.58	2,729.25	0.00			8,958.33	

Nat West One Card
Credit Card Transactions

Sep

	Date	Transaction	Net £	VAT £	Total £
Steve	4030	Sub to Adobe Creative Cloud	33.29	6.66	39.95
	4430	TD - staff subsistence	19.00	0.00	19.00
	4430	TD - staff subsistence	9.30	0.00	9.30
	4005	Clerk rail fare SLCC Nat Conf	101.80	0.00	101.80
	4005	Clerk rail fare NALC mtg 7/12	12.00	0.00	12.00
				0.00	0.00
			175.39	6.66	182.05
Andrew	4030	ICO data protection fee	60.00	0.00	60.00
	4430	250x ½-pint plastic cups	8.70	1.75	10.45
	4430	1000x 7oz plastic glasses	16.57	3.31	19.88
	4021	50x 2nd class postage stamps	37.50	0.00	37.50
	9044	Sensor cameras for A/Lane	275.20	0.00	275.20
	4021	Special D re CCLA PSDF appn	7.65	0.00	7.65
				0.00	0.00
				0.00	0.00
			405.62	5.06	410.68
Helen	4430	TD - 3x 33.5L storage boxes	30.95	0.00	30.95
	4430	TD/ sunscreen for general use	88.86	0.00	88.86
	4430	TD - drinks, eats & sundries	12.59	1.91	14.50
	4430	TD - bottles of water	30.91	6.18	37.09
	4430	TD - bottles of water	9.33	1.87	11.20
	4430	10m duct tape & btls of water	41.83	8.37	50.20
	4200	Provs German exch visit 14/9	13.45	0.00	13.45
	1010	Wedding flowers 15/9 & 16/9	24.00	0.00	24.00
	4160	4kg dishwasher salt	5.00	0.00	5.00
	4027	HSE Near-Miss Bk/ groundsmen	7.34	1.47	8.81
	4200	10 bags for Silver Sun gifts	19.90	0.00	19.90
	4005	Parking re Silver Sunday shop	1.00	0.00	1.00
	4200	Provs for Silver Sun gift bgs	162.50	0.00	162.50
	4200	Provs for Silver Sun gift bgs	10.25	0.00	10.25
	4230	LR srch land 103 Penland Rd	3.00	0.00	3.00
	4020	4 frames for mayoral photos	68.48	0.00	68.48
				0.00	0.00
			529.39	19.80	549.19
			1110.40	31.52	1141.92

Breakdown

S	160.56
V	31.52
Z	949.84
	1141.92

Nat West One Card
Credit Card Transactions

Oct

	Date	Transaction	Net £	VAT £	Total £
Steve	4030	Sub to Adobe Creative Cloud	33.29	6.66	39.95
	4005	Clerk - fuel to SLCC Sx mtg	18.76	3.75	22.51
	4005	Clerk - taxi to SLCC conf.	15.75	0.00	15.75
	4027	Clerk - subsistence 9/10	4.10	0.00	4.10
	4027	Clerk - subsistence 9/10	2.42	0.48	2.90
	4027	Clerk - subsistence 9/10	5.17	0.00	5.17
	4005	Clerk: excess rail fare 12/10	6.70	0.00	6.70
	4027	Clerk - subsistence 12/10	3.57	0.72	4.29
	4005	Clerk: return taxi from conf.	15.00	0.00	15.00
	4005	Clerk: Ldn Underground fare	2.70	0.00	2.70
	4305	34x replc hedging - War Mem.	271.66	0.00	271.66
				0.00	0.00
			379.12	11.61	390.73
Andrew	4430	90 x 60cm dry wipe whiteboard	23.00	4.60	27.60
	4430	Whiteboard markers	8.82	1.77	10.59
	4400	5x crystal awards BKG winners	221.04	44.21	265.25
	4400	Gdn vchrs - allotment winners	150.00	0.00	150.00
	4400	Helium cylinder - recpn 22/10	29.16	5.83	34.99
	4400	Addtl provs - BKG recpn 22/10	21.60	0.00	21.60
	4520	Hire of box van 23-27/10/23	363.33	72.67	436.00
	4521	Fuel for box van hire	41.92	8.38	50.30
			858.87	137.46	996.33
Helen	4550	Charger & cable for tablet	9.99	0.00	9.99
	9044	Batteries for A/Lane cameras	16.67	3.33	20.00
	4230	6x coffee	26.40	0.00	26.40
	4400	10x A4 frames for BKG certs	18.74	3.75	22.49
	4400	20x metallic balloons - recpn	2.91	0.58	3.49
	4400	3-pk gold tablecloths - recpn	6.33	1.26	7.59
	4400	50x gold napkins - recpn	5.85	1.17	7.02
	4400	6x balloon weights - recpn	8.70	1.74	10.44
	4400	Balloon pump (re reception)	3.15	0.63	3.78
	4021	150x 2nd class stamps	112.50	0.00	112.50
	4400	40 sheets A4 card - for certs	4.57	0.92	5.49
	4301	Hi vis paint - grave markers	4.81	0.00	4.81
				0.00	0.00
			220.62	13.38	234.00
	Checked		1458.61	162.45	1621.06

Breakdown	
S	812.23
V	162.45
Z	646.38
	1621.06

Nat West One Card
Credit Card Transactions

Nov

Date	Transaction	Net £	VAT £	Total £
Steve				
4030	Sub to Adobe Creative Cloud	33.29	6.66	39.95
4030	ICO Data Protection Fee	40.00	0.00	40.00
4433	Fibre tip pens/ L No 1 Behind	9.16	1.83	10.99
4200	Deposit staff Xmas meal 21/12	50.00	0.00	50.00
4005	Clerk - Parking Fee	1.50	0.00	1.50
			0.00	0.00
		133.95	8.49	142.44

Andrew

4433	Pk 50 5" card & envelope	5.12	1.03	6.15
4433	264x 2024 calendars	112.64	22.53	135.17
4433	132x A5 Sudoku puzzle books	71.28	0.00	71.28
4433	264 prs of thermal gloves	242.88	48.57	291.45
4433	132x A5 crossword books	71.28	0.00	71.28
4540	iPhone 6 screen protector	3.32	0.67	3.99
4540	iPhone 6 case	3.32	0.67	3.99
4020	100 sheets A4 white card	7.74	1.55	9.29
			0.00	0.00
		517.58	75.02	592.60

Helen

4400	50 shts marbled cert. paper	13.49	2.70	16.19
4430	Provs for Remembrance Sunday	21.50	0.00	21.50
4433	300x Merry Xmas stickers	20.01	0.00	20.01
4433	Assorted Xmas foam stickers	28.40	0.00	28.40
4230	4x coffee	22.00	0.00	22.00
			0.00	0.00
			0.00	0.00
		105.40	2.70	108.10

Trying to ge

Not Yet Checked 756.93 86.21 843.14

Breakdown

S	430.96
V	86.21
Z	325.97
Checked	843.14

Nat West One Card
Credit Card Transactions

Dec

	Date	Transaction	Net £	VAT £	Total £
Steve	4030	Sub to Adobe Creative Cloud	33.29	6.66	39.95
	4395	Drummond Close - handrail	90.72	18.14	108.86
	4540	2x mobile phone covers	30.00	0.00	30.00
	4105	Vileda mop	8.33	1.66	9.99
	4005	Clerk rail fare NALC conf.	35.80	0.00	35.80
	4160	12x Daz washing pods	2.50	0.50	3.00
	4027	Clerk's subsistence 19/12	3.30	0.00	3.30
	4027	Clerk's subsistence 19/12	3.32	0.67	3.99
	4005	Clerk: Ldn Underground 19/12	5.40	0.00	5.40
					Town Clerk paid balance to down to £400
	4200	Staff Xmas meal 21/12	462.17	91.46	553.63
			674.83	119.09	793.92
Andrew	4433	Provs Sainsbury's - Leave No1	777.95	0.00	777.95
	4395	Drummond Close - handrail	190.00	38.00	228.00
	4300	Vale Rd water Oct-23	76.65	0.00	76.65
	4105	435ml stainless steel cleaner	2.91	0.58	3.49
	4105	Cleaning supplies	4.80	0.95	5.75
				0.00	0.00
			1052.31	39.53	1091.84
Helen	4433	Ream of 220gsm card	21.95	4.39	26.34
	4020	Xmas cards for Mayor to send	30.00	0.00	30.00
	4433	Provs Ocado/ Leave No1 Behind	495.98	24.92	520.90
	4433	Provs Ocado/ Leave No1 Behind	244.04	28.44	272.48
	4433	Xmas cards - Leave No1 Behind	5.00	0.00	5.00
	4433	Car park fee 20/12: Leave No1	1.00	0.00	1.00
	4230	LR srch land off Trs Mill Rd	6.00	0.00	6.00
			803.97	57.75	861.72
			2531.11	216.37	2747.48

Breakdown

S	1560.01
V	216.37
Z	971.10
	2747.48

ITEM 7

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 18th March 2024

Subject: Income and expenditure reports as at 31st January 2024

Please see associated document entitled;

ITEM 7 - P and F 18/03/24 - FINANCIAL REPORTS PACK – 31st January 2024

15:42

Detailed Income & Expenditure by Budget Heading - year to date 31 JANUARY 2024

Month No: 10

ITEM 7: Policy & Finance Committee - Monday, 18 March 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Grounds Maintenance						
4000 Salaries & National Insurance	106,910	137,309	30,399		30,399	77.9%
4001 Pension	23,626	33,831	10,205		10,205	69.8%
4500 Clothing & Footwear	784	1,120	336		336	70.0%
4510 Depot Rent	10,380	11,323	943		943	91.7%
4511 Depot Rates	4,611	4,611	0		0	100.0%
4512 Other Depot Expenses	4,310	5,500	1,190		1,190	78.4%
4517 Electric Vehicle	3,961	0	(3,961)		(3,961)	0.0%
4520 Vehicle Expenses	2,145	10,900	8,755		8,755	19.7%
4521 Fuel	2,425	4,200	1,775		1,775	57.7%
4530 Equipment Expenses	2,723	4,924	2,201		2,201	55.3%
4540 Mobile Telephones	493	550	57		57	89.6%
4550 Contingencies & Sundries	139	325	186		186	42.8%
Grounds Maintenance :- Indirect Expenditure	162,507	214,593	52,086	0	52,086	75.7%
Net Expenditure	(162,507)	(214,593)	(52,086)			
105 Accommodation						
1010 Income - Lettings	25,655	22,362	(3,293)			114.7%
Accommodation :- Income	25,655	22,362	(3,293)			114.7%
4000 Salaries & National Insurance	13,065	19,682	6,617		6,617	66.4%
4001 Pension	122	2,864	2,742		2,742	4.3%
4100 Rent	2,507	2,507	0		0	100.0%
4101 Rates, Water & Sewerage	36,675	37,300	625		625	98.3%
4104 Clothing & Footwear	25	0	(25)		(25)	0.0%
4105 Cleaning	560	600	40		40	93.3%
4160 Maintenance Building & Grounds	3,458	5,750	2,292		2,292	60.1%
4165 Cyclical Redecoration	140	1,250	1,110		1,110	11.2%
4170 Electricity	4,358	8,700	4,342		4,342	50.1%
4171 Gas	7,211	8,700	1,489		1,489	82.9%
4172 Telephone, Fax & Internet	1,743	2,036	293		293	85.6%
4180 COVID-19 Contingency	13	750	737		737	1.8%
Accommodation :- Indirect Expenditure	69,877	90,139	20,262	0	20,262	77.5%
Net Income over Expenditure	(44,223)	(67,777)	(23,554)			
107 Office & Customer Service						
1176 Precept	768,024	768,024	0			100.0%
Office & Customer Service :- Income	768,024	768,024	0			100.0%
4000 Salaries & National Insurance	170,261	202,250	31,989		31,989	84.2%

15:42

Detailed Income & Expenditure by Budget Heading - year to date 31 JANUARY 2024

Month No: 10

ITEM 7: Policy & Finance Committee - Monday, 18 March 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Pension	26,644	50,750	24,106		24,106	52.5%
4005 Travelling Expenses	1,335	1,000	(335)		(335)	133.5%
4009 Staff Training	1,945	2,500	555		555	77.8%
4020 Printing & Stationery	2,639	3,365	726		726	78.4%
4021 Postage	204	275	71		71	74.2%
4022 Advertising	0	2,000	2,000		2,000	0.0%
4024 Office Equipment Maintenance	3,079	5,625	2,546		2,546	54.7%
4025 Insurances	10,388	11,325	937		937	91.7%
4027 Courses, Conferences & Pubs.	1,578	3,500	1,922		1,922	45.1%
4030 Subscriptions	9,822	11,866	2,044		2,044	82.8%
4050 Audit Fees	1,706	2,200	494		494	77.5%
4060 Replacement Fixtures/Fittings	74	3,750	3,676		3,676	2.0%
Office & Customer Service :- Indirect Expenditure	229,675	300,406	70,731	0	70,731	76.5%
Net Income over Expenditure	538,349	467,618	(70,731)			
<u>110 Other Expenditure</u>						
1050 Income - Other	9,751	7,534	(2,217)			129.4%
1055 Income - Mayor's Charity	7,021	0	(7,021)			0.0%
1056 Income - 23/24 Mayor's Charity	1,335	0	(1,335)			0.0%
1190 Interest Earned	9,995	4,500	(5,495)			222.1%
Other Expenditure :- Income	28,101	12,034	(16,067)			233.5%
4200 Hospitality	865	1,250	385		385	69.2%
4201 Grants & Subsidies	9,939	8,500	(1,439)		(1,439)	116.9%
4210 Newsletters	4,008	6,700	2,692		2,692	59.8%
4220 Election Expenses	0	7,500	7,500		7,500	0.0%
4230 Contingencies & Sundries	671	1,025	354		354	65.4%
4235 Bank Charges	1,007	1,315	308		308	76.6%
4240 Mayor's Allowance	560	1,119	560		560	50.0%
4242 Members' Allowances	9,552	18,752	9,200		9,200	50.9%
4250 Community Facilities	771	1,780	1,009		1,009	43.3%
4252 Community Warden	11,109	21,500	10,391		10,391	51.7%
4260 Loan Capital Repayment	6,000	6,000	0		0	100.0%
4261 Loan Interest	2,886	2,886	0		0	100.0%
4280 Advisers' Fees	2,744	9,750	7,006		7,006	28.1%
Other Expenditure :- Indirect Expenditure	50,111	88,077	37,966	0	37,966	56.9%
Net Income over Expenditure	(22,009)	(76,043)	(54,034)			

Detailed Income & Expenditure by Budget Heading - year to date 31 JANUARY 2024

Month No: 10

ITEM 7: Policy & Finance Committee - Monday, 18 March 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>115 Ward Budgets</u>						
4395 Ashenground	281	2,000	1,719		1,719	14.0%
4396 Bentswood	0	2,000	2,000		2,000	0.0%
4397 Franklands	0	2,000	2,000		2,000	0.0%
4398 Heath	0	2,000	2,000		2,000	0.0%
4399 Lucastes	803	2,000	1,197		1,197	40.1%
Ward Budgets :- Indirect Expenditure	<u>1,084</u>	<u>10,000</u>	<u>8,916</u>	<u>0</u>	<u>8,916</u>	<u>10.8%</u>
Net Expenditure	<u>(1,084)</u>	<u>(10,000)</u>	<u>(8,916)</u>			
<u>120 CAPITAL</u>						
4600 CAPITAL	7,348	10,000	2,652		2,652	73.5%
CAPITAL :- Indirect Expenditure	<u>7,348</u>	<u>10,000</u>	<u>2,652</u>	<u>0</u>	<u>2,652</u>	<u>73.5%</u>
Net Expenditure	<u>(7,348)</u>	<u>(10,000)</u>	<u>(2,652)</u>			
<u>201 Environment</u>						
1000 Income - Cemetery	40,306	31,000	(9,306)			130.0%
1020 Income - Allotments	4,015	4,311	296			93.1%
1030 Income - Sponsorship	7,000	7,250	250			96.6%
Environment :- Income	<u>51,321</u>	<u>42,561</u>	<u>(8,760)</u>			<u>120.6%</u>
4300 Allotments	11,464	11,275	(189)		(189)	101.7%
4301 Cemetery	5,380	7,050	1,670		1,670	76.3%
4303 Hanging Baskets & Planters	3,475	3,410	(65)		(65)	101.9%
4305 Muster Green/Other Flower Beds	10,048	17,220	7,172		7,172	58.4%
4307 St. Wilfrid's Clock	0	200	200		200	0.0%
4313 General Maintenance/Repairs	2,172	4,838	2,666		2,666	44.9%
4315 Street Lighting Power & Maint.	10,075	14,350	4,275		4,275	70.2%
4316 Street Lighting Schemes	0	2,500	2,500		2,500	0.0%
4351 Cemetery - External Contract	12,370	15,762	3,392		3,392	78.5%
4353 Town Initiatives	6,175	5,500	(675)		(675)	112.3%
4355 South Road Tree Project	38	2,000	1,963		1,963	1.9%
4390 Severe Weather Contingency	0	300	300		300	0.0%
Environment :- Indirect Expenditure	<u>61,197</u>	<u>84,405</u>	<u>23,208</u>	<u>0</u>	<u>23,208</u>	<u>72.5%</u>
Net Income over Expenditure	<u>(9,875)</u>	<u>(41,844)</u>	<u>(31,969)</u>			
<u>210 Leisure & Amenities</u>						
4400 Best Kept Garden/Allotment	612	925	313		313	66.1%
4405 Christmas Lights	15,175	15,625	450		450	97.1%

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Detailed Income & Expenditure by Budget Heading - year to date 31 JANUARY 2024

Month No: 10

ITEM 7: Policy & Finance Committee - Monday, 18 March 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4406 Christmas Lights - Maintenance	0	750	750		750	0.0%
4430 Town Council Events	22,331	29,000	6,669		6,669	77.0%
4433 Leave No One Behind	676	0	(676)		(676)	0.0%
4440 Haywards Heath in Bloom	817	1,025	208		208	79.7%
Leisure & Amenities :- Indirect Expenditure	39,611	47,325	7,714	0	7,714	83.7%
Net Expenditure	(39,611)	(47,325)	(7,714)			
900 Reserve Movements						
9002 Cemetery	5,016	28,695	23,679		23,679	17.5%
9004 Street Lighting Schemes	0	3,058	3,058		3,058	0.0%
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	1,595	4,204	2,609		2,609	37.9%
9013 Town Council Events	0	7,198	7,198		7,198	0.0%
9016 Cyclical Redecoration	0	8,134	8,134		8,134	0.0%
9017 Insurances	0	2,187	2,187		2,187	0.0%
9018 Staff Training	0	3,634	3,634		3,634	0.0%
9019 Replacement Fixtures/Fittings	0	19,482	19,482		19,482	0.0%
9022 Election Expenses	0	31,116	31,116		31,116	0.0%
9023 Community Facilities	0	2,951	2,951		2,951	0.0%
9026 CAPITAL	0	62,061	62,061		62,061	0.0%
9028 Advisers' Fees	0	19,205	19,205		19,205	0.0%
9029 Graffiti/Street Scene Works	848	7,615	6,767		6,767	11.1%
9030 Severe Weather Contingency	0	2,886	2,886		2,886	0.0%
9032 Town Initiatives	3,666	3,666	0		0	100.0%
9034 Muster Green	0	11,039	11,039		11,039	0.0%
9036 Haywards Heath Town CIC	(14,622)	3,394	18,016		18,016	(430.8%)
9037 Community Warden	0	25,271	25,271		25,271	0.0%
9038 Roundabout Liabilities	0	2,250	2,250		2,250	0.0%
9039 Maintenance Building & Grounds	0	14,758	14,758		14,758	0.0%
9041 Town Development	0	5,649	5,649		5,649	0.0%
9042 CCTV	5,572	11,894	6,322		6,322	46.8%
9043 Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%
9044 Allotments	292	5,000	4,708		4,708	5.8%
9055 South Road Trees	960	6,561	5,601		5,601	14.6%
9058 Land Hurstwood Ln - Management	0	30,500	30,500		30,500	0.0%
9059 Speed Indicator Device (SID)	0	252	252		252	0.0%
Reserve Movements :- Indirect Expenditure	3,326	394,580	391,254	0	391,254	0.8%
Net Expenditure	(3,326)	(394,580)	(391,254)			

Detailed Income & Expenditure by Budget Heading - year to date 31 JANUARY 2024

Month No: 10

ITEM 7: Policy & Finance Committee - Monday, 18 March 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	873,101	844,981	(28,120)			103.3%
Expenditure	624,736	1,239,525	614,789	0	614,789	50.4%
Net Income over Expenditure	<u>248,365</u>	<u>(394,544)</u>	<u>(642,909)</u>			
Movement to/(from) Gen Reserve	<u>248,365</u>					

ITEM 8

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 18th March 2024

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as of the 31st January 2024.

ITEM 8 - P and F 18/03/24 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 31st January 2024.

Town Clerk/RFO

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/01/2024		2,500.00
Reserve Account	31/01/2024		614,963.06
			<u>617,463.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			617,463.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			617,463.06
		Balance per Cash Book is :-	617,463.06
		Difference is :-	0.00

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
 TWN CNCLZZ7

Debit or credit Current cleared balance
 Any [REDACTED]

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.45% gross 1.46% AER.
 This is based on the balance of 31st of January 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			614,103.63
31-Jan-2024	INT	31JAN GRS [REDACTED]		960.19	615,063.82
31-Jan-2024		TO [REDACTED]	-100.76		614,963.06
		Closing balance			614,963.06
Totals			-100.76	960.19	

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
 TWN CNCLZZ7

Debit or credit Current cleared balance [REDACTED]
 Any

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			2,914.00
31-Jan-2024	BAC	[REDACTED] ROOM HIRE YOGA, FP 30/01/24 1830, FP24030004720224		54.00	2,968.00
31-Jan-2024		FROM [REDACTED]		100.76	3,068.76
31-Jan-2024	CHG	29DEC A/C [REDACTED]	-15.05		3,053.71
31-Jan-2024	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-31.13		3,022.58
31-Jan-2024	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-44.76		2,977.82
31-Jan-2024	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-67.81		2,910.01
31-Jan-2024	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-253.07		2,656.94
31-Jan-2024	D/D	ALLSTAR, 21660923-HO	-156.94		2,500.00
		Closing balance			2,500.00
Totals			-568.76	154.76	

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - CCLA Public Sector Dep. Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Public Sector Dep Fund	31/01/2024		206,661.35
			<u>206,661.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			206,661.35
<u>Unpresented Receipts (Plus)</u>			<u>0.00</u>
		0.00	<u>0.00</u>
			206,661.35
		Balance per Cash Book is :-	206,661.35
		Difference is :-	0.00



GOOD INVESTMENT

Statement of Account

Mr Trice
Haywards Heath Town Council
The Town Hall
40 Boltro Road
Haywards Heath
RH16 1BA

15 February 2024

Account name: **HAYWARDS HEATH TOWN COUNCIL**
Account number: XXXXXXXXXX
Statement period: 31/12/2023 to 31/01/2024

Please find enclosed a statement of your account covering the period 31 December 2023 to 31 January 2024. This statement shows the value of your investments as at 31 January 2024.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 January 2024	£206,661.35
Total valuation as at last statement at 31 December 2023	£100,230.76
Total income during the period	£430.59

Holdings as at 31 January 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 XXXXXXXXXX	206,661.3500	£1.00	£206,661.35

Total value
£206,661.35

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.

CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 31 December 2023 to 31 January 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/01/2024	Income Reinvestment	430.5900	£1.0000	£430.59
18/01/2024	Deposit	28,000.0000	£1.0000	£28,000.00
23/01/2024	Deposit	27,000.0000	£1.0000	£27,000.00
29/01/2024	Deposit	26,000.0000	£1.0000	£26,000.00
30/01/2024	Deposit	25,000.0000	£1.0000	£25,000.00

The average Fund yield for this period was 5.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2023	03/01/2024	Reinvestment	£430.59	

Glossary

Terms explained

Acc	Accumulation units/shares. Any income due is retained within the fund, and reflected in the price of each unit/share.
Buy	Units/shares you have purchased.
Conversion in/ Conversion out	The movement of your investment from one share class to another share class within the same fund.
Inc	Income units/shares. Any income due is paid out to you as a dividend payment.
Paid to nominated bank details	The transaction type 'paid to nominated bank details' applies to income earned and subsequently paid to the nominated bank account.
Price per unit/share	The price used for a transaction or valuation.
Reinvest	Reinvestment of income to purchase additional units/shares.
Sell	Units/shares you have sold.
Switch in	The movement of units/shares to you from an account held in another CCLA fund.
Switch out	The movement of units/shares from you to an account held in another CCLA fund.
Transfer	Income paid to another CCLA account.
Transfer in	Units/shares transferred to you from another account in the same CCLA fund.
Transfer out	Units/shares transferred by you to another account in the same CCLA fund.