

# **Policy and Finance Committee**

## **Financial Report Pack**

**24<sup>th</sup> March 2025**

**ITEM 6**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> March

**Subject:** Lists of payments and receipts for the period 1<sup>st</sup> September 2024 – 31<sup>st</sup> December 2024

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Please see associated documents;

ITEM 6 - P and F 24/03/2025 - FINANCIAL REPORTS PACK – 01SEPT24 TO 31DEC24

## Current/Reserve Account

Receipts received between 01/09/2024 and 30/09/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                         | £ Amnt Received | £ Debtors     | £ VAT       | A/c  | Centre | £ Amount        | Transaction Detail             |
|---------|-----|---------------------------------------|-----------------|---------------|-------------|------|--------|-----------------|--------------------------------|
|         |     | <b>Banked: 02/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | B Barratt                             | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(D)           |
|         |     | <b>Banked: 02/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | P Ferguson/ Pippa's Bowtique          | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(HH)          |
|         |     | <b>Banked: 02/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | S Rowland/ TSJ&co                     | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(29)          |
|         |     | <b>Banked: 02/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | E Simpson/ Family Chiropractic Clinic | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(LL)          |
|         |     | <b>Banked: 03/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | Miall's Ice Cream & Sorbet            | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(I)           |
|         |     | <b>Banked: 03/09/2024</b>             | <b>204.82</b>   |               |             |      |        |                 |                                |
|         |     | Castle Water Ltd                      | 204.82          |               |             | 4300 | 201    | 204.82          | Water refund A/Lane allotments |
|         |     | <b>Banked: 03/09/2024</b>             | <b>166.50</b>   |               |             |      |        |                 |                                |
|         |     | Sales Recpts Page 2685                | 166.50          | 166.50        |             | 100  |        |                 | Sales Recpts Page 2685         |
|         |     | <b>Banked: 03/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | PQ Academy                            | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(Q)           |
|         |     | <b>Banked: 05/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | T Taylor/ Sand Art                    | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(GG)          |
|         |     | <b>Banked: 05/09/2024</b>             | <b>358.00</b>   |               |             |      |        |                 |                                |
|         |     | Paul Masson Funerals Ltd              | 358.00          |               |             | 1000 | 201    | 358.00          | Cemetery                       |
|         |     | <b>Banked: 05/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | G Simms/ Food by Georgia              | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(J)           |
|         |     | <b>Banked: 06/09/2024</b>             | <b>57.50</b>    |               |             |      |        |                 |                                |
|         |     | Sales Recpts Page 2686                | 57.50           | 57.50         |             | 100  |        |                 | Sales Recpts Page 2686         |
|         |     | <b>Banked: 06/09/2024</b>             | <b>103.50</b>   |               |             |      |        |                 |                                |
|         |     | Sales Recpts Page 2687                | 103.50          | 103.50        |             | 100  |        |                 | Sales Recpts Page 2687         |
|         |     | <b>Banked: 06/09/2024</b>             | <b>124.00</b>   |               |             |      |        |                 |                                |
|         |     | Sussex Family Funeral Directors       | 124.00          |               |             | 1000 | 201    | 124.00          | Cemetery                       |
|         |     | <b>Banked: 06/09/2024</b>             | <b>3,442.00</b> |               |             |      |        |                 |                                |
|         |     | National Lottery Grant                | 3,442.00        |               |             | 1050 | 110    | 3,442.00        | Leave No One Behind campaign   |
|         |     | <b>Banked: 09/09/2024</b>             | <b>30.00</b>    |               |             |      |        |                 |                                |
|         |     | Sales Recpts Page 2688                | 30.00           | 30.00         |             | 100  |        |                 | Sales Recpts Page 2688         |
|         |     | <b>Banked: 09/09/2024</b>             | <b>213.50</b>   |               |             |      |        |                 |                                |
|         |     | Sales Recpts Page 2689                | 213.50          | 213.50        |             | 100  |        |                 | Sales Recpts Page 2689         |
|         |     | <b>Banked: 09/09/2024</b>             | <b>40.00</b>    |               |             |      |        |                 |                                |
|         |     | H Gosling/ Handmade by Heidi          | 40.00           |               |             | 4430 | 210    | 40.00           | Town Day fee – TD(32)          |
|         |     | <b>Subtotal Carried Forward:</b>      | <b>5,059.82</b> | <b>571.00</b> | <b>0.00</b> |      |        | <b>4,488.82</b> |                                |

## Current/Reserve Account

Receipts received between 01/09/2024 and 30/09/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                    | £ Amnt Received | £ Debtors    | £ VAT       | A/c          | Centre     | £ Amount        | Transaction Detail  |
|---------|-----|----------------------------------|-----------------|--------------|-------------|--------------|------------|-----------------|---|
|         |     | Banked: <b>09/09/2024</b>        | <b>10.00</b>    |              |             |              |            |                 |   |
|         |     | S Adby                           | 10.00           |              |             | 1057         | 110        | 10.00           | Donation to Mayor's charity                                     |
|         |     | Banked: <b>10/09/2024</b>        | <b>40.00</b>    |              |             |              |            |                 |   |
|         |     | W Prachakul/ My Accessories      | 40.00           |              |             | 4430         | 210        | 40.00           | Town Day fee – TD(K1)   |
|         |     | Banked: <b>10/09/2024</b>        | <b>20.00</b>    |              |             |              |            |                 |   |
|         |     | M Kirk                           | 20.00           |              |             | 1057         | 110        | 20.00           | 2 tickets Mayor's Quiz Night, 20/11                             |
|         |     | Banked: <b>11/09/2024</b>        | <b>93.00</b>    |              |             |              |            |                 |   |
|         |     | Sales Recpts Page 2690           | 93.00           | 93.00        |             | 100          |            |                 | Sales Recpts Page 2690  |
|         |     | Banked: <b>11/09/2024</b>        | <b>40.00</b>    |              |             |              |            |                 |   |
|         |     | The Movement Yoga                | 40.00           |              |             | 4430         | 210        | 40.00           | Town Day fee – TD(T38)  |
|         |     | Banked: <b>11/09/2024</b>        | <b>40.00</b>    |              |             |              |            |                 |   |
|         |     | E Duncan/ Colour Burst Clothing  | 40.00           |              |             | 4430         | 210        | 40.00           | Town Day fee – TD(T1)   |
|         |     | Banked: <b>12/09/2024</b>        | <b>60.00</b>    |              |             |              |            |                 |   |
|         |     | M Phillips                       | 60.00           |              |             | 1057         | 110        | 60.00           | 6 tickets Mayor's Quiz Night, 20/11                             |
|         |     | Banked: <b>12/09/2024</b>        | <b>19.39</b>    |              |             |              |            |                 |   |
|         |     | M & L Bright (receipt by card)   | 19.39           |              |             | 1057<br>4235 | 110<br>110 | 20.00<br>-0.61  | 2 tickets Mayor's Quiz Night, 20/11<br>Worldpay transaction fee |
|         |     | Banked: <b>13/09/2024</b>        | <b>124.00</b>   |              |             |              |            |                 |   |
|         |     | R A Brooks & Son                 | 124.00          |              |             | 1000         | 201        | 124.00          | Cemetery  |
|         |     | Banked: <b>13/09/2024</b>        | <b>62.82</b>    |              |             |              |            |                 |   |
|         |     | Castle Water Ltd                 | 62.82           |              |             | 4300         | 201        | 62.82           | Water refund Vale Rd allotments                                 |
|         |     | Banked: <b>13/09/2024</b>        | <b>229.71</b>   |              |             |              |            |                 |   |
|         |     | Castle Water Ltd                 | 229.71          |              |             | 4305         | 201        | 229.71          | Water refund Muster Green                                       |
|         |     | Banked: <b>16/09/2024</b>        | <b>30.00</b>    |              |             |              |            |                 |   |
|         |     | A Pollock & J Orton              | 30.00           |              |             | 1010         | 105        | 30.00           | Dep. for civil marriage, 21/6/25                                |
|         |     | Banked: <b>16/09/2024</b>        | <b>240.00</b>   |              |             |              |            |                 |   |
|         |     | N Graham/ Brian's Mobile Bars    | 240.00          |              |             | 1057         | 110        | 240.00          | Donation to Mayor's charity                                     |
|         |     | Banked: <b>17/09/2024</b>        | <b>500.00</b>   |              |             |              |            |                 |   |
|         |     | Belvoir Estate & Letting Agents  | 500.00          |              |             | 4430         | 210        | 500.00          | (Silver) Sponsor – Xmas Festival                                |
|         |     | Banked: <b>18/09/2024</b>        | <b>717.00</b>   |              |             |              |            |                 |   |
|         |     | Sussex Family Funeral Directors  | 717.00          |              |             | 1000         | 201        | 717.00          | Cemetery  |
|         |     | Banked: <b>19/09/2024</b>        | <b>55.00</b>    |              |             |              |            |                 |   |
|         |     | A&D Coffee                       | 55.00           |              |             | 1057         | 110        | 55.00           | Donation to Mayor's charity                                     |
|         |     | Banked: <b>20/09/2024</b>        | <b>653.00</b>   |              |             |              |            |                 |   |
|         |     | R A Brooks & Son                 | 653.00          |              |             | 1000         | 201        | 653.00          | Cemetery  |
|         |     | Banked: <b>23/09/2024</b>        | <b>40.00</b>    |              |             |              |            |                 |   |
|         |     | <b>Subtotal Carried Forward:</b> | <b>8,033.74</b> | <b>93.00</b> | <b>0.00</b> |              |            | <b>7,329.74</b> |   |

## Current/Reserve Account

Receipts received between 01/09/2024 and 30/09/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                   | £ Amnt Received   | £ Debtors       | £ VAT       | A/c  | Centre | £ Amount          | Transaction Detail                  |
|---------|-----|---------------------------------|-------------------|-----------------|-------------|------|--------|-------------------|-------------------------------------|
|         |     | O Leigh                         | 40.00             |                 |             | 1057 | 110    | 40.00             | Donation to Mayor's charity         |
|         |     | Banked: <b>23/09/2024</b>       | <b>24.15</b>      |                 |             |      |        |                   |                                     |
|         |     | A Madej                         | 24.15             |                 |             | 1020 | 201    | 24.15             | Allotment rent – A 33               |
|         |     | Banked: <b>24/09/2024</b>       | <b>821.00</b>     |                 |             |      |        |                   |                                     |
|         |     | Sales Recpts Page 2692          | 821.00            | 821.00          |             | 100  |        |                   | Sales Recpts Page 2692              |
|         |     | Banked: <b>24/09/2024</b>       | <b>71.00</b>      |                 |             |      |        |                   |                                     |
|         |     | R A Brooks & Son                | 71.00             |                 |             | 1000 | 201    | 71.00             | Cemetery                            |
|         |     | Banked: <b>24/09/2024</b>       | <b>23.40</b>      |                 |             |      |        |                   |                                     |
|         |     | R de Mierre                     | 23.40             |                 |             | 4230 | 110    | 23.40             | Reimb. for mini daffodil bulbs      |
|         |     | Banked: <b>25/09/2024</b>       | <b>10.00</b>      |                 |             |      |        |                   |                                     |
|         |     | W Swinton-Eagle                 | 10.00             |                 |             | 1057 | 110    | 10.00             | Ticket for Mayor' Quiz Night, 20/11 |
|         |     | Banked: <b>26/09/2024</b>       | <b>264.00</b>     |                 |             |      |        |                   |                                     |
|         |     | Sales Recpts Page 2693          | 264.00            | 264.00          |             | 100  |        |                   | Sales Recpts Page 2693              |
|         |     | Banked: <b>26/09/2024</b>       | <b>30.00</b>      |                 |             |      |        |                   |                                     |
|         |     | D Hayler & J King               | 30.00             |                 |             | 1010 | 105    | 30.00             | Dep. for civil marriage, 29/11/24   |
|         |     | Banked: <b>26/09/2024</b>       | <b>90.00</b>      |                 |             |      |        |                   |                                     |
|         |     | Sussex Family Funeral Directors | 90.00             |                 |             | 1057 | 110    | 90.00             | 9 tickets Mayor's Quiz Night, 20/11 |
|         |     | Banked: <b>26/09/2024</b>       | <b>10.00</b>      |                 |             |      |        |                   |                                     |
|         |     | Jonathan Lea Ltd                | 10.00             |                 |             | 1057 | 110    | 10.00             | Ticket for Mayor' Quiz Night, 20/11 |
|         |     | Banked: <b>30/09/2024</b>       | <b>228.00</b>     |                 |             |      |        |                   |                                     |
|         |     | Sales Recpts Page 2691          | 228.00            | 228.00          |             | 100  |        |                   | Sales Recpts Page 2691              |
|         |     | Banked: <b>30/09/2024</b>       | <b>42.00</b>      |                 |             |      |        |                   |                                     |
|         |     | Plant Based School              | 42.00             |                 |             | 1057 | 110    | 42.00             | Donation to Mayor's charity         |
|         |     | Banked: <b>30/09/2024</b>       | <b>50.00</b>      |                 |             |      |        |                   |                                     |
|         |     | R Randall                       | 50.00             |                 |             | 1057 | 110    | 50.00             | 5 tickets Mayor's Quiz Night, 20/11 |
|         |     | Banked: <b>30/09/2024</b>       | <b>271.23</b>     |                 |             |      |        |                   |                                     |
|         |     | NatWest                         | 271.23            |                 |             | 1190 | 110    | 271.23            | Reserve A/c interest Sep-24         |
|         |     | Banked: <b>30/09/2024</b>       | <b>434,790.00</b> |                 |             |      |        |                   |                                     |
|         |     | Mid Sussex District Council     | 434,790.00        |                 |             | 1176 | 107    | 434,790.00        | 2 <sup>nd</sup> ½-year precept      |
|         |     | <b>Total Receipts:</b>          | <b>444,758.52</b> | <b>1,977.00</b> | <b>0.00</b> |      |        | <b>442,781.52</b> |                                     |

## Current/Reserve Account

Receipts received between 01/10/2024 and 31/10/2024

## Nominal Ledger Analysis

| Receipt      | Ref | Name of Payer                        | £ Amnt Received | £ Debtors     | £ VAT        | A/c  | Centre | £ Amount        | Transaction Detail               |
|--------------|-----|--------------------------------------|-----------------|---------------|--------------|------|--------|-----------------|----------------------------------|
|              |     | Banked: <b>04/10/2024</b>            | <b>400.00</b>   |               |              |      |        |                 |                                  |
| Sponsor      |     | Brock Taylor Estate Agents           | 400.00          |               |              | 4400 | 210    | 400.00          | Best Kept Garden tea party, 3/11 |
|              |     | Banked: <b>04/10/2024</b>            | <b>360.00</b>   |               |              |      |        |                 |                                  |
| Re Wakehurst |     | Royal Botanic Gardens Kew            | 360.00          |               | 60.00        | 4436 | 210    | 300.00          | Days Out project cancelled       |
|              |     | Banked: <b>07/10/2024</b>            | <b>57.75</b>    |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2695               | 57.75           | 57.75         |              | 100  |        |                 | Sales Recpts Page 2695           |
|              |     | Banked: <b>07/10/2024</b>            | <b>384.75</b>   |               |              |      |        |                 |                                  |
| CEM(65)      |     | Monastery of the Visitation          | 384.75          |               |              | 9002 | 900    | 384.75          | (¼) Maint. nuns' burial area     |
|              |     | Banked: <b>07/10/2024</b>            | <b>303.00</b>   |               |              |      |        |                 |                                  |
|              |     | Paul Masson Funerals Ltd             | 303.00          |               |              | 1000 | 201    | 124.00          | Cemetery                         |
|              |     |                                      |                 |               |              | 1000 | 201    | 179.00          | Cemetery                         |
|              |     | Banked: <b>08/10/2024</b>            | <b>77.50</b>    |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2696               | 77.50           | 77.50         |              | 100  |        |                 | Sales Recpts Page 2696           |
|              |     | Banked: <b>08/10/2024</b>            | <b>28.88</b>    |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2697               | 28.88           | 28.88         |              | 100  |        |                 | Sales Recpts Page 2697           |
|              |     | Banked: <b>09/10/2024</b>            | <b>172.50</b>   |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2698               | 172.50          | 172.50        |              | 100  |        |                 | Sales Recpts Page 2698           |
|              |     | Banked: <b>10/10/2024</b>            | <b>40.00</b>    |               |              |      |        |                 |                                  |
|              |     | A Munro/ Bella Lune Jewellery        | 40.00           |               |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(9)          |
|              |     | Banked: <b>10/10/2024</b>            | <b>40.00</b>    |               |              |      |        |                 |                                  |
|              |     | Any Direction Designs                | 40.00           |               |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(15)         |
|              |     | Banked: <b>11/10/2024</b>            | <b>40.00</b>    |               |              |      |        |                 |                                  |
|              |     | S Evans/ Sheva Jewellery & Wellbeing | 40.00           |               |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(8)          |
|              |     | Banked: <b>11/10/2024</b>            | <b>40.00</b>    |               |              |      |        |                 |                                  |
|              |     | J Snape/ Hook a Duck                 | 40.00           |               |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(12)         |
|              |     | Banked: <b>11/10/2024</b>            | <b>46.00</b>    |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2707               | 46.00           | 46.00         |              | 100  |        |                 | Sales Recpts Page 2707           |
|              |     | Banked: <b>11/10/2024</b>            | <b>1,271.73</b> |               |              |      |        |                 |                                  |
|              |     | Re A Shier (receipt by card)         | 1,271.73        |               |              | 4235 | 110    | -55.30          | Worldpay invoice Sep-24          |
|              |     |                                      |                 |               |              | 1000 | 201    | 1,343.00        | Cemetery                         |
|              |     |                                      |                 |               |              | 4235 | 110    | -15.97          | Worldpay transaction fee         |
|              |     | Banked: <b>14/10/2024</b>            | <b>105.88</b>   |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2699               | 105.88          | 105.88        |              | 100  |        |                 | Sales Recpts Page 2699           |
|              |     | Banked: <b>14/10/2024</b>            | <b>375.88</b>   |               |              |      |        |                 |                                  |
|              |     | Sales Recpts Page 2700               | 375.88          | 375.88        |              | 100  |        |                 | Sales Recpts Page 2700           |
|              |     | Banked: <b>14/10/2024</b>            | <b>40.00</b>    |               |              |      |        |                 |                                  |
|              |     | C Faulkner/ Just Lovely Fudge        | 40.00           |               |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(4)          |
|              |     | <b>Subtotal Carried Forward:</b>     | <b>3,783.87</b> | <b>864.39</b> | <b>60.00</b> |      |        | <b>2,859.48</b> |                                  |

## Current/Reserve Account

Receipts received between 01/10/2024 and 31/10/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                    | £ Amnt Received | £ Debtors    | £ VAT        | A/c  | Centre | £ Amount        | Transaction Detail               |
|---------|-----|----------------------------------|-----------------|--------------|--------------|------|--------|-----------------|----------------------------------|
|         |     | Banked: <b>14/10/2024</b>        | <b>40.00</b>    |              |              |      |        |                 |                                  |
|         |     | H Gosling/ Handmade by Heidi     | 40.00           |              |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(7)          |
|         |     | Banked: <b>14/10/2024</b>        | <b>40.00</b>    |              |              |      |        |                 |                                  |
|         |     | The Movement Yoga                | 40.00           |              |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(10)         |
|         |     | Banked: <b>14/10/2024</b>        | <b>40.00</b>    |              |              |      |        |                 |                                  |
|         |     | Marples Cakery                   | 40.00           |              |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(19)         |
|         |     | Banked: <b>14/10/2024</b>        | <b>250.00</b>   |              |              |      |        |                 |                                  |
| CF2     |     | Sussex Family Funeral Directors  | 250.00          |              |              | 4430 | 210    | 250.00          | Sponsor – Xmas Festival          |
|         |     | Banked: <b>14/10/2024</b>        | <b>55.30</b>    |              |              |      |        |                 |                                  |
|         |     | Worldpay                         | 55.30           |              |              | 4235 | 110    | 55.30           | Refund re overpayment            |
|         |     | Banked: <b>15/10/2024</b>        | <b>40.00</b>    |              |              |      |        |                 |                                  |
|         |     | P Ferguson/ Pippa's Bowtique     | 40.00           |              |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(2)          |
|         |     | Banked: <b>15/10/2024</b>        | <b>0.01</b>     |              |              |      |        |                 |                                  |
|         |     | EVO Payments UK                  | 0.01            |              |              | 1050 | 110    | 0.01            | To test new card payt terminal   |
|         |     | Banked: <b>16/10/2024</b>        | <b>198.00</b>   |              |              |      |        |                 |                                  |
|         |     | M Schofield                      | 198.00          |              |              | 1000 | 201    | 198.00          | Cemetery                         |
|         |     | Banked: <b>17/10/2024</b>        | <b>2,612.00</b> |              |              |      |        |                 |                                  |
|         |     | R A Brooks & Son                 | 2,612.00        |              |              | 1000 | 201    | 2,612.00        | Cemetery                         |
|         |     | Banked: <b>17/10/2024</b>        | <b>124.00</b>   |              |              |      |        |                 |                                  |
|         |     | Re A Shier (receipt by card)     | 124.00          |              |              | 1000 | 201    | 124.00          | Cemetery                         |
|         |     | Banked: <b>18/10/2024</b>        | <b>30.00</b>    |              |              |      |        |                 |                                  |
|         |     | A Woodhams & W Epps              | 30.00           |              |              | 1010 | 105    | 30.00           | Dep. for civil marriage, 19/2/25 |
|         |     | Banked: <b>21/10/2024</b>        | <b>38.50</b>    |              |              |      |        |                 |                                  |
|         |     | Sales Recpts Page 2701           | 38.50           | 38.50        |              | 100  |        |                 | Sales Recpts Page 2701           |
|         |     | Banked: <b>21/10/2024</b>        | <b>395.00</b>   |              |              |      |        |                 |                                  |
|         |     | Z Robotham                       | 395.00          |              |              | 1010 | 105    | 395.00          | Bal. for civil ceremony, 6/11/24 |
|         |     | Banked: <b>22/10/2024</b>        | <b>46.00</b>    |              |              |      |        |                 |                                  |
|         |     | Sales Recpts Page 2702           | 46.00           | 46.00        |              | 100  |        |                 | Sales Recpts Page 2702           |
|         |     | Banked: <b>22/10/2024</b>        | <b>186.00</b>   |              |              |      |        |                 |                                  |
|         |     | M Schofield                      | 186.00          |              |              | 1000 | 201    | 186.00          | Cemetery                         |
|         |     | Banked: <b>22/10/2024</b>        | <b>202.91</b>   |              |              |      |        |                 |                                  |
|         |     | The Village Chippy               | 202.91          |              |              | 1057 | 110    | 202.91          | Donation to Mayor's charity      |
|         |     | Banked: <b>22/10/2024</b>        | <b>40.00</b>    |              |              |      |        |                 |                                  |
|         |     | A & Z Czimer/ Abilitea Place     | 40.00           |              |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(20)         |
|         |     | Banked: <b>22/10/2024</b>        | <b>384.00</b>   |              |              |      |        |                 |                                  |
|         |     | Sussex Family Funeral Directors  | 384.00          |              |              | 1000 | 201    | 384.00          | Cemetery                         |
|         |     | <b>Subtotal Carried Forward:</b> | <b>8,505.59</b> | <b>84.50</b> | <b>60.00</b> |      |        | <b>7,496.70</b> |                                  |

## Current/Reserve Account

Receipts received between 01/10/2024 and 31/10/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                    | £ Amnt Received  | £ Debtors       | £ VAT        | A/c  | Centre | £ Amount        | Transaction Detail                  |
|---------|-----|----------------------------------|------------------|-----------------|--------------|------|--------|-----------------|-------------------------------------|
|         |     | <b>Banked: 22/10/2024</b>        | <b>115.13</b>    |                 |              |      |        |                 |                                     |
|         |     | C & L Catering Sussex            | 115.13           |                 |              | 1057 | 110    | 115.13          | Donation to Mayor's charity         |
|         |     | <b>Banked: 25/10/2024</b>        | <b>38.50</b>     |                 |              |      |        |                 |                                     |
|         |     | Sales Recpts Page 2703           | 38.50            | 38.50           |              | 100  |        |                 | Sales Recpts Page 2703              |
|         |     | <b>Banked: 25/10/2024</b>        | <b>413.00</b>    |                 |              |      |        |                 |                                     |
|         |     | Sales Recpts Page 2704           | 413.00           | 413.00          |              | 100  |        |                 | Sales Recpts Page 2704              |
|         |     | <b>Banked: 28/10/2024</b>        | <b>60.00</b>     |                 |              |      |        |                 |                                     |
|         |     | Ardingly Evening WI              | 60.00            |                 |              | 1057 | 110    | 60.00           | 6 tickets Mayor's Quiz Night, 20/11 |
|         |     | <b>Banked: 28/10/2024</b>        | <b>142.00</b>    |                 |              |      |        |                 |                                     |
|         |     | Sussex Family Funeral Directors  | 142.00           |                 |              | 1000 | 201    | 71.00           | Cemetery                            |
|         |     |                                  |                  |                 |              | 1000 | 201    | 71.00           | Cemetery                            |
|         |     | <b>Banked: 28/10/2024</b>        | <b>15.94</b>     |                 |              |      |        |                 |                                     |
|         |     | F Ayre-Smith                     | 15.94            |                 |              | 1020 | 201    | 15.94           | Allotment rent – A 38               |
|         |     | <b>Banked: 29/10/2024</b>        | <b>283.25</b>    |                 |              |      |        |                 |                                     |
|         |     | Sales Recpts Page 2705           | 283.25           | 283.25          |              | 100  |        |                 | Sales Recpts Page 2705              |
|         |     | <b>Banked: 29/10/2024</b>        | <b>599.00</b>    |                 |              |      |        |                 |                                     |
|         |     | Sales Recpts Page 2706           | 599.00           | 599.00          |              | 100  |        |                 | Sales Recpts Page 2706              |
|         |     | <b>Banked: 29/10/2024</b>        | <b>40.00</b>     |                 |              |      |        |                 |                                     |
|         |     | D Smart/ West Sussex Scents      | 40.00            |                 |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(14)            |
|         |     | <b>Banked: 29/10/2024</b>        | <b>160.00</b>    |                 |              |      |        |                 |                                     |
|         |     | R Hirst/ Rotary Club             | 160.00           |                 |              | 1057 | 110    | 160.00          | Tickets for Mayor's Quiz Night      |
| 100957  |     | <b>Banked: 29/10/2024</b>        | <b>942.87</b>    |                 |              |      |        |                 |                                     |
| 100957  |     | Manual Pay-In                    | 942.87           |                 |              | 1057 | 110    | 40.00           | Donations to Mayor's charity        |
|         |     |                                  |                  |                 |              | 1057 | 110    | 60.00           | 6 tickets Mayor's Quiz Night, 20/11 |
|         |     |                                  |                  |                 |              | 1020 | 201    | 20.87           | Gibbons/ Allotment rent – A 37      |
|         |     |                                  |                  |                 |              | 1000 | 201    | 71.00           | Cemetery                            |
|         |     |                                  |                  |                 |              | 4305 | 201    | 200.00          | R Goddard/ flower bed sponsor       |
|         |     |                                  |                  |                 |              | 1000 | 201    | 372.00          | Cemetery                            |
|         |     |                                  |                  |                 |              | 1000 | 201    | 179.00          | Cemetery                            |
|         |     | <b>Banked: 30/10/2024</b>        | <b>40.00</b>     |                 |              |      |        |                 |                                     |
|         |     | Balloon Fantasia                 | 40.00            |                 |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(3)             |
|         |     | <b>Banked: 30/10/2024</b>        | <b>179.00</b>    |                 |              |      |        |                 |                                     |
|         |     | L Welch                          | 179.00           |                 |              | 1000 | 201    | 179.00          | Cemetery                            |
|         |     | <b>Banked: 30/10/2024</b>        | <b>40.00</b>     |                 |              |      |        |                 |                                     |
|         |     | Shadow Cakes                     | 40.00            |                 |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(1)             |
|         |     | <b>Banked: 31/10/2024</b>        | <b>40.00</b>     |                 |              |      |        |                 |                                     |
|         |     | J Rowland/ TSJ&co                | 40.00            |                 |              | 4430 | 210    | 40.00           | Xmas Fest. fee – CFS(11)            |
|         |     | <b>Banked: 31/10/2024</b>        | <b>40.00</b>     |                 |              |      |        |                 |                                     |
|         |     | <b>Subtotal Carried Forward:</b> | <b>11,654.28</b> | <b>1,333.75</b> | <b>60.00</b> |      |        | <b>9,271.64</b> |                                     |



## Current/Reserve Account

Receipts received between 01/10/2024 and 31/10/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                   | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount | Transaction Detail          |
|---------|-----|---------------------------------|-----------------|-----------|-------|------|--------|----------|-----------------------------|
|         |     | PQ Academy                      | 40.00           |           |       | 4430 | 210    | 40.00    | Xmas Fest. fee – CFS(13)    |
|         |     | Banked: <b>31/10/2024</b>       | <b>145.00</b>   |           |       |      |        |          |                             |
|         |     | Sussex Family Funeral Directors | 145.00          |           |       | 1000 | 201    | 145.00   | Cemetery                    |
|         |     | Banked: <b>31/10/2024</b>       | <b>456.64</b>   |           |       |      |        |          |                             |
|         |     | NatWest                         | 456.64          |           |       | 1190 | 110    | 456.64   | Reserve A/c interest Oct-24 |
|         |     | <b>Total Receipts:</b>          | 12,255.92       | 2,282.64  | 60.00 |      |        | 9,913.28 |                             |

## Current/Reserve Account

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                    | £ Amnt Received | £ Debtors       | £ VAT       | A/c          | Centre     | £ Amount        | Transaction Detail   |
|---------|-----|----------------------------------|-----------------|-----------------|-------------|--------------|------------|-----------------|--|
|         |     | <b>Banked: 01/11/2024</b>        | <b>40.00</b>    |                 |             |              |            |                 |  |
|         |     | P Weeks/ Pup's Pantry            | 40.00           |                 |             | 4430         | 210        | 40.00           | Xmas Fest. fee – CFS(6)  |
|         |     | <b>Banked: 04/11/2024</b>        | <b>34.00</b>    |                 |             |              |            |                 |  |
|         |     | Sussex Family Funeral Directors  | 34.00           |                 |             | 1000         | 201        | 34.00           | Cemetery   |
|         |     | <b>Banked: 05/11/2024</b>        | <b>30.00</b>    |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2708           | 30.00           | 30.00           |             | 100          |            |                 | Sales Recpts Page 2708   |
|         |     | <b>Banked: 05/11/2024</b>        | <b>105.00</b>   |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2709           | 105.00          | 105.00          |             | 100          |            |                 | Sales Recpts Page 2709   |
|         |     | <b>Banked: 05/11/2024</b>        | <b>427.25</b>   |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2710           | 427.25          | 427.25          |             | 100          |            |                 | Sales Recpts Page 2710   |
|         |     | <b>Banked: 05/11/2024</b>        | <b>26.25</b>    |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2711           | 26.25           | 26.25           |             | 100          |            |                 | Sales Recpts Page 2711   |
|         |     | <b>Banked: 06/11/2024</b>        | <b>248.00</b>   |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2712           | 248.00          | 248.00          |             | 100          |            |                 | Sales Recpts Page 2712   |
|         |     | <b>Banked: 06/11/2024</b>        | <b>120.00</b>   |                 |             |              |            |                 |  |
|         |     | R & M Johnson/ HH Lions          | 120.00          |                 |             | 1057         | 110        | 120.00          | Tickets for Mayor's Quiz Night   |
|         |     | <b>Banked: 07/11/2024</b>        | <b>138.00</b>   |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2713           | 138.00          | 138.00          |             | 100          |            |                 | Sales Recpts Page 2713   |
|         |     | <b>Banked: 07/11/2024</b>        | <b>5.00</b>     |                 |             |              |            |                 |  |
|         |     | J Thomas (receipt by card)       | 5.00            |                 |             | 1050         | 110        | 5.00            | Use of EV charging point   |
|         |     | <b>Banked: 08/11/2024</b>        | <b>184.00</b>   |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2714           | 184.00          | 184.00          |             | 100          |            |                 | Sales Recpts Page 2714   |
|         |     | <b>Banked: 11/11/2024</b>        | <b>77.50</b>    |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2715           | 77.50           | 77.50           |             | 100          |            |                 | Sales Recpts Page 2715   |
|         |     | <b>Banked: 11/11/2024</b>        | <b>23.25</b>    |                 |             |              |            |                 |  |
|         |     | Sales Recpts Page 2716           | 23.25           | 23.25           |             | 100          |            |                 | Sales Recpts Page 2716   |
|         |     | <b>Banked: 12/11/2024</b>        | <b>455.00</b>   |                 |             |              |            |                 |  |
|         |     | EVO Payments UK                  | 455.00          |                 |             | 1057<br>1010 | 110<br>105 | 60.00<br>395.00 | 6 tickets Mayor's Quiz Night, 20/11<br>Bal. for civil marriage, 29/11/24 |
|         |     | <b>Banked: 13/11/2024</b>        | <b>150.00</b>   |                 |             |              |            |                 |  |
|         |     | Mid Sussex District Council      | 150.00          |                 |             | 4430         | 210        | 150.00          | Sponsor – Xmas Festival  |
|         |     | <b>Banked: 14/11/2024</b>        | <b>60.00</b>    |                 |             |              |            |                 |  |
|         |     | Haywards Heath Town FC           | 60.00           |                 |             | 1057         | 110        | 60.00           | 6 tickets Mayor's Quiz Night, 20/11                                      |
|         |     | <b>Banked: 15/11/2024</b>        | <b>2,084.94</b> |                 |             |              |            |                 |  |
|         |     | Lindfield Parish Council         | 2,084.94        |                 |             | 1050         | 110        | 2,084.94        | Grass cutting in Lindfield '24/25  |
|         |     | <b>Banked: 20/11/2024</b>        | <b>235.25</b>   |                 |             |              |            |                 |  |
|         |     | <b>Subtotal Carried Forward:</b> | <b>4,443.44</b> | <b>1,259.25</b> | <b>0.00</b> |              |            | <b>2,948.94</b> |  |

## Current/Reserve Account

Receipts received between 01/11/2024 and 30/11/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                        | £ Amnt Received | £ Debtors       | £ VAT       | A/c  | Centre | £ Amount        | Transaction Detail                |
|---------|-----|--------------------------------------|-----------------|-----------------|-------------|------|--------|-----------------|-----------------------------------|
|         |     | Sales Recpts Page 2717               | 235.25          | 235.25          |             | 100  |        |                 | Sales Recpts Page 2717            |
|         |     | Banked: <b>20/11/2024</b>            | <b>127.50</b>   |                 |             |      |        |                 |                                   |
|         |     | EVO Payments UK                      | 127.50          |                 |             | 1057 | 110    | 10.00           | [3 tickets for Mayor's Quiz       |
|         |     |                                      |                 |                 |             | 1057 | 110    | 10.00           | Night, 20/11: H Hewett,           |
|         |     |                                      |                 |                 |             | 1057 | 110    | 10.00           | B Gulliver & I Wilson]            |
|         |     |                                      |                 |                 |             | 4230 | 110    | 97.50           | A John/ Reimb. for refuse sacks   |
|         |     | Banked: <b>21/11/2024</b>            | <b>182.00</b>   |                 |             |      |        |                 |                                   |
|         |     | EVO Payments UK                      | 182.00          |                 |             | 1057 | 110    | 182.00          | 'Bar' takings Mayor's Quiz Night  |
|         |     | Banked: <b>22/11/2024</b>            | <b>10.00</b>    |                 |             |      |        |                 |                                   |
|         |     | L Christopher (receipt by card)      | 10.00           |                 |             | 1057 | 110    | 10.00           | Ticket Mayor's Quiz Night, 20/11  |
|         |     | Banked: <b>25/11/2024</b>            | <b>10.00</b>    |                 |             |      |        |                 |                                   |
|         |     | H Davidson (receipt by card)         | 10.00           |                 |             | 1057 | 110    | 10.00           | Ticket Mayor's Quiz Night, 20/11  |
|         |     | Banked: <b>25/11/2024</b>            | <b>128.00</b>   |                 |             |      |        |                 |                                   |
|         |     | Downsview Monumental Co.             | 128.00          |                 |             | 1000 | 201    | 128.00          | Cemetery                          |
|         |     | Banked: <b>25/11/2024</b>            | <b>356.13</b>   |                 |             |      |        |                 |                                   |
|         |     | Summerhill Lane Allotment Assoc.     | 356.13          |                 |             | 4300 | 201    | 356.13          | Reimb. water bill 3/11/23-2/11/24 |
|         |     | Banked: <b>26/11/2024</b>            | <b>693.00</b>   |                 |             |      |        |                 |                                   |
|         |     | Sales Recpts Page 2718               | 693.00          | 693.00          |             | 100  |        |                 | Sales Recpts Page 2718            |
|         |     | Banked: <b>26/11/2024</b>            | <b>5.00</b>     |                 |             |      |        |                 |                                   |
|         |     | J Thomas (receipt by card)           | 5.00            |                 |             | 1050 | 110    | 5.00            | Use of EV charging point          |
| 100959  |     | Banked: <b>26/11/2024</b>            | <b>98.83</b>    |                 |             |      |        |                 |                                   |
| 100959  |     | Manual Pay-In                        | 98.83           |                 |             | 1057 | 110    | 98.83           | Sundry receipts Mayor's charity   |
| 100960  |     | Banked: <b>26/11/2024</b>            | <b>1,217.60</b> |                 |             |      |        |                 |                                   |
| 100960  |     | Manual Pay-In                        | 1,217.60        |                 |             | 1057 | 110    | 1,217.60        | Proceeds Mayor's Quiz Night       |
| 100958  |     | Banked: <b>26/11/2024</b>            | <b>189.62</b>   |                 |             |      |        |                 |                                   |
| 100958  |     | Vale Road Allotment Soc.             | 189.62          |                 |             | 1020 | 201    | 189.62          | Annual rent '24/25 – VR-24        |
|         |     | Banked: <b>28/11/2024</b>            | <b>38.25</b>    |                 |             |      |        |                 |                                   |
|         |     | H Hewett (receipt by card)           | 38.25           |                 |             | 1057 | 110    | 38.25           | Sundry item re Mayor's Quiz Night |
|         |     | Banked: <b>28/11/2024</b>            | <b>1,279.00</b> |                 |             |      |        |                 |                                   |
|         |     | Burgess Hill Family Funeral Services | 1,279.00        |                 |             | 1000 | 201    | 1,279.00        | Cemetery                          |
|         |     | Banked: <b>29/11/2024</b>            | <b>30.00</b>    |                 |             |      |        |                 |                                   |
|         |     | C Sciacca & S Wilson                 | 30.00           |                 |             | 1010 | 105    | 30.00           | Dep. for civil marriage, 14/3/25  |
|         |     | Banked: <b>29/11/2024</b>            | <b>314.45</b>   |                 |             |      |        |                 |                                   |
|         |     | NatWest                              | 314.45          |                 |             | 1190 | 110    | 314.45          | Reserve A/c interest Nov-24       |
|         |     | <b>Total Receipts:</b>               | <b>9,122.82</b> | <b>2,187.50</b> | <b>0.00</b> |      |        | <b>6,935.32</b> |                                   |

## Current/Reserve Account

Receipts received between 01/12/2024 and 31/12/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                    | £ Amnt Received | £ Debtors       | £ VAT       | A/c  | Centre | £ Amount        | Transaction Detail     |
|---------|-----|----------------------------------|-----------------|-----------------|-------------|------|--------|-----------------|------------------------|
|         |     | <b>Banked: 02/12/2024</b>        | <b>349.25</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2721           | 349.25          | 349.25          |             | 100  |        |                 | Sales Recpts Page 2721 |
|         |     | <b>Banked: 02/12/2024</b>        | <b>46.00</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2722           | 46.00           | 46.00           |             | 100  |        |                 | Sales Recpts Page 2722 |
|         |     | <b>Banked: 02/12/2024</b>        | <b>179.00</b>   |                 |             |      |        |                 |                        |
|         |     | Masters & Son Funeral Directors  | 179.00          |                 |             | 1000 | 201    | 179.00          | Cemetery               |
|         |     | <b>Banked: 03/12/2024</b>        | <b>38.50</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2723           | 38.50           | 38.50           |             | 100  |        |                 | Sales Recpts Page 2723 |
|         |     | <b>Banked: 03/12/2024</b>        | <b>466.87</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2724           | 466.87          | 466.87          |             | 100  |        |                 | Sales Recpts Page 2724 |
|         |     | <b>Banked: 03/12/2024</b>        | <b>414.00</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2725           | 414.00          | 414.00          |             | 100  |        |                 | Sales Recpts Page 2725 |
|         |     | <b>Banked: 03/12/2024</b>        | <b>46.00</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2726           | 46.00           | 46.00           |             | 100  |        |                 | Sales Recpts Page 2726 |
|         |     | <b>Banked: 03/12/2024</b>        | <b>127.25</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2727           | 127.25          | 127.25          |             | 100  |        |                 | Sales Recpts Page 2727 |
|         |     | <b>Banked: 03/12/2024</b>        | <b>138.00</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2728           | 138.00          | 138.00          |             | 100  |        |                 | Sales Recpts Page 2728 |
|         |     | <b>Banked: 04/12/2024</b>        | <b>28.88</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2729           | 28.88           | 28.88           |             | 100  |        |                 | Sales Recpts Page 2729 |
|         |     | <b>Banked: 04/12/2024</b>        | <b>143.25</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2730           | 143.25          | 143.25          |             | 100  |        |                 | Sales Recpts Page 2730 |
|         |     | <b>Banked: 05/12/2024</b>        | <b>38.50</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2731           | 38.50           | 38.50           |             | 100  |        |                 | Sales Recpts Page 2731 |
|         |     | <b>Banked: 05/12/2024</b>        | <b>103.75</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2732           | 103.75          | 103.75          |             | 100  |        |                 | Sales Recpts Page 2732 |
|         |     | <b>Banked: 06/12/2024</b>        | <b>2,736.00</b> |                 |             |      |        |                 |                        |
|         |     | Sussex Family Funeral Directors  | 2,736.00        |                 |             | 1000 | 201    | 2,736.00        | Cemetery               |
|         |     | <b>Banked: 09/12/2024</b>        | <b>608.00</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2733           | 608.00          | 608.00          |             | 100  |        |                 | Sales Recpts Page 2733 |
|         |     | <b>Banked: 09/12/2024</b>        | <b>288.00</b>   |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2734           | 288.00          | 288.00          |             | 100  |        |                 | Sales Recpts Page 2734 |
|         |     | <b>Banked: 09/12/2024</b>        | <b>93.00</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2735           | 93.00           | 93.00           |             | 100  |        |                 | Sales Recpts Page 2735 |
|         |     | <b>Banked: 09/12/2024</b>        | <b>78.75</b>    |                 |             |      |        |                 |                        |
|         |     | Sales Recpts Page 2736           | 78.75           | 78.75           |             | 100  |        |                 | Sales Recpts Page 2736 |
|         |     | <b>Subtotal Carried Forward:</b> | <b>5,923.00</b> | <b>3,008.00</b> | <b>0.00</b> |      |        | <b>2,915.00</b> |                        |

## Current/Reserve Account

Receipts received between 01/12/2024 and 31/12/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer                        | £ Amnt Received  | £ Debtors       | £ VAT       | A/c  | Centre | £ Amount         | Transaction Detail             |
|---------|-----|--------------------------------------|------------------|-----------------|-------------|------|--------|------------------|--------------------------------|
|         |     | <b>Banked: 09/12/2024</b>            | <b>77.50</b>     |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2737               | 77.50            | 77.50           |             | 100  |        |                  | Sales Recpts Page 2737         |
|         |     | <b>Banked: 09/12/2024</b>            | <b>143.25</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2738               | 143.25           | 143.25          |             | 100  |        |                  | Sales Recpts Page 2738         |
|         |     | <b>Banked: 10/12/2024</b>            | <b>7,000.00</b>  |                 |             |      |        |                  |                                |
|         |     | West Sussex County Council           | 7,000.00         |                 |             | 1030 | 201    | 7,000.00         | R'bout maint. Agreement '24/25 |
|         |     | <b>Banked: 11/12/2024</b>            | <b>114.00</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2739               | 114.00           | 114.00          |             | 100  |        |                  | Sales Recpts Page 2739         |
|         |     | <b>Banked: 11/12/2024</b>            | <b>124.00</b>    |                 |             |      |        |                  |                                |
|         |     | J & R Matthews Funeral Directors     | 124.00           |                 |             | 1000 | 201    | 124.00           | Cemetery                       |
|         |     | <b>Banked: 13/12/2024</b>            | <b>38.50</b>     |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2740               | 38.50            | 38.50           |             | 100  |        |                  | Sales Recpts Page 2740         |
|         |     | <b>Banked: 13/12/2024</b>            | <b>653.00</b>    |                 |             |      |        |                  |                                |
|         |     | EVO Payments UK (re Shier)           | 653.00           |                 |             | 1000 | 201    | 653.00           | Cemetery                       |
|         |     | <b>Banked: 13/12/2024</b>            | <b>124.00</b>    |                 |             |      |        |                  |                                |
|         |     | Burgess Hill Family Funeral Services | 124.00           |                 |             | 1000 | 201    | 124.00           | Cemetery                       |
|         |     | <b>Banked: 16/12/2024</b>            | <b>13,967.92</b> |                 |             |      |        |                  |                                |
|         |     | HM Revenue & Customs                 | 13,967.92        |                 |             | 105  |        | 13,967.92        | VAT reimbursement to 30/9/24   |
|         |     | <b>Banked: 17/12/2024</b>            | <b>264.00</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2741               | 264.00           | 264.00          |             | 100  |        |                  | Sales Recpts Page 2741         |
| 100961  |     | <b>Banked: 17/12/2024</b>            | <b>1,517.54</b>  |                 |             |      |        |                  |                                |
| 100961  |     | Manual Pay-In                        | 1,517.54         |                 |             | 4300 | 201    | 376.29           | Vale Rd allotments water bill  |
|         |     |                                      |                  | 163.25          |             | 100  |        |                  | Sales Recpts Page 2747         |
|         |     |                                      |                  |                 |             | 1000 | 201    | 978.00           | Cemetery                       |
|         |     | <b>Banked: 18/12/2024</b>            | <b>261.75</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2742               | 261.75           | 261.75          |             | 100  |        |                  | Sales Recpts Page 2742         |
|         |     | <b>Banked: 20/12/2024</b>            | <b>924.50</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2743               | 924.50           | 924.50          |             | 100  |        |                  | Sales Recpts Page 2743         |
|         |     | <b>Banked: 20/12/2024</b>            | <b>193.00</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2744               | 193.00           | 193.00          |             | 100  |        |                  | Sales Recpts Page 2744         |
|         |     | <b>Banked: 20/12/2024</b>            | <b>111.25</b>    |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2745               | 111.25           | 111.25          |             | 100  |        |                  | Sales Recpts Page 2745         |
|         |     | <b>Banked: 23/12/2024</b>            | <b>31.00</b>     |                 |             |      |        |                  |                                |
|         |     | Sales Recpts Page 2746               | 31.00            | 31.00           |             | 100  |        |                  | Sales Recpts Page 2746         |
|         |     | <b>Banked: 31/12/2024</b>            | <b>260.39</b>    |                 |             |      |        |                  |                                |
|         |     | NatWest                              | 260.39           |                 |             | 1190 | 110    | 260.39           | Reserve A/c interest Dec-24    |
|         |     | <b>Subtotal Carried Forward:</b>     | <b>31,728.60</b> | <b>2,322.00</b> | <b>0.00</b> |      |        | <b>26,398.60</b> |                                |

Current/Reserve Account

Receipts received between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis

| <u>Receipt</u> | <u>Ref</u> | <u>Name of Payer</u>   | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|----------------|------------|------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|                |            | <b>Total Receipts:</b> | 31,728.60              | 5,330.00         | 0.00         |            |               | 26,398.60       |                           |

## CCLA Public Sector Deposit Fund

Receipts received between 01/09/2024 and 31/12/2024

## Nominal Ledger Analysis

| Receipt | Ref | Name of Payer              | £ Amnt Received   | £ Debtors   | £ VAT       | A/c  | Centre | £ Amount          | Transaction Detail     |
|---------|-----|----------------------------|-------------------|-------------|-------------|------|--------|-------------------|------------------------|
|         |     | Banked: <b>12/09/2024</b>  | <b>29,999.00</b>  |             |             |      |        |                   |                        |
| TFR19   |     | Current/Reserve Account    | 29,999.00         |             |             | 200  |        | 29,999.00         | Inter-account transfer |
|         |     | Banked: <b>13/09/2024</b>  | <b>29,998.00</b>  |             |             |      |        |                   |                        |
| TFR20   |     | Current/Reserve Account    | 29,998.00         |             |             | 200  |        | 29,998.00         | Inter-account transfer |
|         |     | Banked: <b>17/09/2024</b>  | <b>29,997.00</b>  |             |             |      |        |                   |                        |
| TFR21   |     | Current/Reserve Account    | 29,997.00         |             |             | 200  |        | 29,997.00         | Inter-account transfer |
|         |     | Banked: <b>18/09/2024</b>  | <b>29,996.00</b>  |             |             |      |        |                   |                        |
| TFR22   |     | Current/Reserve Account    | 29,996.00         |             |             | 200  |        | 29,996.00         | Inter-account transfer |
|         |     | Banked: <b>19/09/2024</b>  | <b>10,036.00</b>  |             |             |      |        |                   |                        |
| TFR23   |     | Current/Reserve Account    | 10,036.00         |             |             | 200  |        | 10,036.00         | Inter-account transfer |
|         |     | Banked: <b>24/09/2024</b>  | <b>29,995.00</b>  |             |             |      |        |                   |                        |
| TFR24   |     | Current/Reserve Account    | 29,995.00         |             |             | 200  |        | 29,995.00         | Inter-account transfer |
|         |     | Banked: <b>30/09/2024</b>  | <b>2,193.71</b>   |             |             |      |        |                   |                        |
|         |     | CCLA Investment Management | 2,193.71          |             |             | 1190 | 110    | 2,193.71          | Income reinvestment    |
|         |     | Banked: <b>03/10/2024</b>  | <b>29,994.00</b>  |             |             |      |        |                   |                        |
| TFR25   |     | Current/Reserve Account    | 29,994.00         |             |             | 200  |        | 29,994.00         | Inter-account transfer |
|         |     | Banked: <b>04/10/2024</b>  | <b>29,993.00</b>  |             |             |      |        |                   |                        |
| TFR26   |     | Current/Reserve Account    | 29,993.00         |             |             | 200  |        | 29,993.00         | Inter-account transfer |
|         |     | Banked: <b>09/10/2024</b>  | <b>29,992.00</b>  |             |             |      |        |                   |                        |
| TFR27   |     | Current/Reserve Account    | 29,992.00         |             |             | 200  |        | 29,992.00         | Inter-account transfer |
|         |     | Banked: <b>31/10/2024</b>  | <b>2,421.74</b>   |             |             |      |        |                   |                        |
|         |     | CCLA Investment Management | 2,421.74          |             |             | 1190 | 110    | 2,421.74          | Income reinvestment    |
|         |     | Banked: <b>30/11/2024</b>  | <b>3,166.89</b>   |             |             |      |        |                   |                        |
|         |     | CCLA Investment Management | 3,166.89          |             |             | 1190 | 110    | 3,166.89          | Income reinvestment    |
|         |     | Banked: <b>31/12/2024</b>  | <b>3,041.89</b>   |             |             |      |        |                   |                        |
|         |     | CCLA Investment Management | 3,041.89          |             |             | 1190 | 110    | 3,041.89          | Income reinvestment    |
|         |     | <b>Total Receipts:</b>     | <b>260,824.23</b> | <b>0.00</b> | <b>0.00</b> |      |        | <b>260,824.23</b> |                        |

## List of Payments made between 01/09/2024 and 30/09/2024

| Date Paid  | Payee Name                           | Reference | Amount Paid | Authorized Ref | Transaction Detail                                  |
|------------|--------------------------------------|-----------|-------------|----------------|---|
| 01/09/2024 | MSDC                                 | DDR       | 507.00      |                | Non-domestic rates – depot                          |
| 01/09/2024 | MSDC                                 | DDR       | 3,877.00    |                | Non-domestic rates – Town Hall                      |
| 01/09/2024 | MSDC                                 | DDR       | 354.00      |                | Non-domestic rates – cemetery                       |
| 02/09/2024 | RAM Tracking                         | DDR       | 18.00       |                | Vehicle tracking (x 2) 28/8–27/9/24                 |
| 02/09/2024 | SSE Electricity                      | DDR       | 1,138.75    |                | Street lighting energy Jul-24                       |
| 02/09/2024 | South East Business Systems Ltd      | DDR       | 44.76       |                | Data encryption service (monthly)                   |
| 02/09/2024 | South East Business Systems Ltd      | DDR       | 50.92       |                | M/soft 365: 3x Bus. Basic + 2x Bus. Std (monthly)   |
| 02/09/2024 | South East Business Systems Ltd      | DDR       | 67.81       |                | Remote data & system back-up (monthly)              |
| 02/09/2024 | South East Business Systems Ltd      | DDR       | 253.07      |                | IT system rental (monthly)                          |
| 02/09/2024 | South East Business Systems Ltd      | DDR       | 284.80      |                | Remote support for quarter Sep–Nov '24              |
| 03/09/2024 | Valda Energy Ltd                     | DDR       | 590.11      |                | Electricity & gas charges 16/8–15/9/24              |
| 04/09/2024 | Allstar Business Solutions           | DDR       | 126.36      |                | Fuel  |
| 04/09/2024 | Bournemouth Crazy Golf Ltd           | EBP4502   | 318.50      |                | Balance for crazy golf for Town Day, 14/9           |
| 05/09/2024 | Sussex Living Ltd                    | EBP4506   | 288.00      |                | ½-page advert for Town Day                          |
| 05/09/2024 | Mantra Magazines Ltd                 | EBP4503   | 1,152.00    |                | Distribution of Summer/Autumn '24 Newsletter        |
| 05/09/2024 | West Sussex ALC Ltd                  | EBP4504   | 54.00       |                | Fee for staff member to attend Canva Pt 1 course    |
| 05/09/2024 | Arthur J Gallagher Insurance Brokers | EBP4505   | 1,385.94    |                | Cyber insurance renewal for 2024/25                 |
| 05/09/2024 | Britton Price Ltd                    | EBP4507   | 169.20      |                | Call-out 25/7/24 to attend to lift breakdown        |
| 05/09/2024 | Main Street Signs Ltd                | EBP4508   | 126.36      |                | 2 street nameplates                                 |
| 05/09/2024 | David Ogilvie Engineering Ltd        | EBP4509   | 3,351.60    |                | 2 seats: 1 for cemetery, 1 for Heyworth Ride        |
| 09/09/2024 | RentaDinosaur Ltd                    | EBP4509A  | 2,710.80    |                | 75% bal. for 'RentaDinosaur' – Town Day, 14/9       |
| 10/09/2024 | Mercedes-Benz Finance                | DDR       | 411.91      |                | Lease repayment instalment for e-van Sep-24         |
| 12/09/2024 | CCLA Public Sector Deposit Fund      | TFR19     | 29,999.00   |                | Deposit #19 (total transferred = £529,999.00)       |
| 12/09/2024 | David French Photography             | EBP4510   | 431.25      |                | 75% bal. for photography services for Town Day      |
| 12/09/2024 | Circus Allstars                      | EBP4512   | 350.00      |                | Town Day – 5-hour drop-in circus workshop           |
| 13/09/2024 | CCLA Public Sector Deposit Fund      | TFR20     | 29,998.00   |                | Deposit #20 (total transferred = £559,997.00)       |
| 13/09/2024 | Everflow Ltd                         | DDR       | 408.42      |                | Water charges 5/10–4/11/24 (for 8x HHTC sites)      |
| 16/09/2024 | NatWest                              | DDR       | 16.00       |                | Bankline charges Aug-24                             |
| 16/09/2024 | Sage Software Ltd                    | DDR       | 164.40      |                | Payroll subscription Sep-24                         |
| 16/09/2024 | Mercedes-Benz Vans                   | DDR       | 15.00       |                | Service contract charge for e-van Sep-24            |
| 16/09/2024 | NatWest onecard                      | DDR       | 631.26      |                | HHTC credit card transactions Aug-24                |
| 16/09/2024 | Balcombe Pest Control Ltd            | EBP4513   | 98.40       |                | Inspection of bait points at Oathall Ave allotments |
| 16/09/2024 | Blachere Illumination UK Ltd         | EBP4514   | 2,070.00    |                | To replace catenary wires for festive lighting      |
| 16/09/2024 | Britton Price LOLERS Ltd             | EBP4515   | 144.00      |                | Town Hall lift – 6-month LOLER* inspection          |
| 16/09/2024 | County Office Supplies Ltd           | EBP4516   | 82.19       |                | 5 reams A4 paper, other stationery/office supplies  |
| 16/09/2024 | SOS Systems Ltd                      | EBP4517   | 98.39       |                | Black & colour copy chgs 5/8–4/9/24                 |
| 16/09/2024 | KPS Contractors Ltd                  | EBP4518   | 1,969.28    |                | Burials Aug-24                                      |
| 16/09/2024 | Total Sense Media Ltd                | EBP4519   | 976.80      |                | More Radio commercial for Town Day                  |
| 17/09/2024 | CCLA Public Sector Deposit Fund      | TFR21     | 29,997.00   |                | Deposit #21 (total transferred = £589,994.00)       |
| 18/09/2024 | CCLA Public Sector Deposit Fund      | TFR22     | 29,996.00   |                | Deposit #22 (total transferred = £619,990.00)       |
| 18/09/2024 | Allstar Business Solutions           | DDR       | 107.70      |                | Fuel  |
| 19/09/2024 | CCLA Public Sector Deposit Fund      | TFR23     | 10,036.00   |                | Deposit #23 (total transferred = £630,026.00)       |
| 19/09/2024 | Tick Boom Events                     | EBP4520   | 870.00      |                | Face painting/balloon artists – Town Day, 14/9      |
| 19/09/2024 | Haywards Heath Concert Band          | EBP4521   | 200.00      |                | Fee for performing at Town Day, 14/9                |
| 19/09/2024 | Knotted Aerial                       | EBP4523   | 100.00      |                | 30-minute aerial act for Town Day, 14/9             |
| 19/09/2024 | Window Wizard/ J Archer              | EBP4524   | 25.00       |                | Town Hall window cleaner                            |
| 19/09/2024 | Window Wizard/ J Archer              | EBP4525   | 25.00       |                | Town Hall window cleaner                            |

\*LOLER = Lifting Operations & Lifting  
Equipment Regulations

Continued on Page 2



## Current/Reserve Account

## List of Payments made between 01/09/2024 and 30/09/2024

| Date Paid  | Payee Name                        | Reference      | Amount Paid       | Authorized Ref | Transaction Detail                                  |
|------------|-----------------------------------|----------------|-------------------|----------------|---|
| 19/09/2024 | Paul Stanworth                    | EBP4529        | 400.00            |                | Fee for hosting & performing at Town Day            |
| 19/09/2024 | D Mckevitt                        | EBP4530        | 500.00            |                | Dep. for supplies to redecorate Town Hall           |
| 19/09/2024 | KPS Contractors Ltd               | EBP4522        | 82.56             |                | Burial 16-Aug-24                                    |
| 19/09/2024 | Pitch Black Lighting              | EBP4526        | 3,330.00          |                | Hire of stage, sound & 'tech' for Town Day          |
| 19/09/2024 | Jewson Ltd                        | EBP4527        | 78.38             |                | WD-40, 2 drill bits & 2x pk Rawlplug through bolts  |
| 19/09/2024 | J Salisbury Tree Surgery          | EBP4528        | 1,440.00          |                | ① Fell dead conifer ② remove deadwood from oak      |
| 19/09/2024 | KPS Contractors Ltd               | EBP4531        | 1,728.00          |                | 9x tree watering (various locations) 2-30/8/24      |
| 20/09/2024 | CD Assoc. for Family Support Work | EBP4540        | 500.00            |                | Grant (Min. 27(1), P & F 17/9/24)                   |
| 20/09/2024 | Kangaroos Mid Sussex              | EBP4532        | 750.00            |                | Grant (Min. 27(2), P & F 17/9/24)                   |
| 20/09/2024 | Air Ambulance Charity             | EBP4536        | 500.00            |                | Grant (Min. 27(3), P & F 17/9/24)                   |
| 20/09/2024 | Cuckfield Evening Flower Club     | EBP4539        | 100.00            |                | Grant (Min. 27(4), P & F 17/9/24)                   |
| 20/09/2024 | Coro Nuovo                        | EBP4538        | 250.00            |                | Grant (Min. 27(5), P & F 17/9/24)                   |
| 20/09/2024 | Lindfield Bonfire Society Ltd     | EBP4541        | 500.00            |                | Grant (Min. 27(6), P & F 17/9/24)                   |
| 20/09/2024 | Dame Vera Lynn Children's Charity | EBP4537        | 500.00            |                | Grant (Min. 27(7), P & F 17/9/24)                   |
| 20/09/2024 | 4Sight Vision Support             | EBP4533        | 500.00            |                | Grant (Min. 27(8), P & F 17/9/24)                   |
| 20/09/2024 | Mid Sussex Radio CIC              | EBP4534        | 500.00            |                | Grant (Min. 27(9), P & F 17/9/24)                   |
| 20/09/2024 | C Trice                           | EBP4535        | 186.00            |                | Admin work Apr-Jun '24                              |
| 20/09/2024 | Vodafone Ltd                      | DDR            | 56.00             |                | Mobile phone bill Sep-24                            |
| 20/09/2024 | PHS Group plc                     | DDR            | 90.30             |                | Waste Tfr Note fee re cloakroom services            |
| 24/09/2024 | CCLA Public Sector Deposit Fund   | TFR24          | 29,995.00         |                | Deposit #24 (total transferred = £660,021.00)       |
| 24/09/2024 | Ford Lease                        | DDR            | 854.63            |                | Rental invoice for Ford Transit Sep-24              |
| 26/09/2024 | A & K Hosiery Ltd                 | EBP4542        | 1,132.42          |                | Supplies for 'Leave No One Behind' campaign '24     |
| 26/09/2024 | Risus Ltd                         | EBP4543        | 171.36            |                | Supplies for 'Leave No One Behind' campaign '24     |
| 26/09/2024 | B Aspinall-Mitchell               | EBP4549        | 450.00            |                | Hire of fairground eqpt - Teddy Bears' Picnic, 16/8 |
| 26/09/2024 | D Mckevitt                        | EBP4552        | 1,000.00          |                | Interim payment for painting/decorating Town Hall   |
| 26/09/2024 | MCR Media Solutions Ltd           | EBP4553        | 96.00             |                | 2x 'Britain in Bloom' signs for Sussex rbt          |
| 26/09/2024 | Trustees RNS Clarke Will Trust    | EBP4544        | 1,132.30          |                | Depot rent Oct-24                                   |
| 26/09/2024 | B-9 Fire Protection Ltd           | EBP4547        | 144.00            |                | To service fire extinguishers at depot              |
| 26/09/2024 | Gedney Bulb Company Ltd           | EBP4546        | 1,284.60          |                | 8,650 mixed bulbs for spring bedding                |
| 26/09/2024 | Interlec (Brighton) Ltd           | EBP4545        | 144.00            |                | To repair faulty light in Council Chamber           |
| 26/09/2024 | Mid Sussex Family Grapevine       | EBP4548        | 370.00            |                | ½-page advert for Christmas Festival, 23/11         |
| 26/09/2024 | Branding Box Ltd                  | EBP4550        | 3,300.00          |                | Stage 2 payment for development of new website      |
| 26/09/2024 | Cox Skips                         | EBP4551        | 769.86            |                | 2 skips to dispose of general & green waste         |
| 27/09/2024 | Members' Allowances               | BULK LIST PAYT | 7,904.40          |                | 1 <sup>st</sup> ½-year payment                      |
| 27/09/2024 | Salaries & expenses               | BULK LIST PAYT | 23,370.84         |                | Sep-24  |
| 27/09/2024 | Sussex Living Ltd                 | EBP4554        | 288.00            |                | (2 <sup>nd</sup> ) ½-page advert for Town Day       |
| 30/09/2024 | NatWest                           | DDR            | 20.65             |                | Account service charge 3/8-30/8/24                  |
| 30/09/2024 | HMRC Cumbernauld                  | EBP4556        | 8,500.03          |                | Tax & NI Sep-24                                     |
| 30/09/2024 | Focus Group                       | DDR            | 118.97            |                | Line rentals & calls Sep-24                         |
| 30/09/2024 | Fastnet International Ltd         | DDR            | 75.59             |                | Broadband Internet & website hosting Sep-24         |
| 30/09/2024 | West Sussex County Council        | EBP4555        | 5,699.89          |                | Pension contributions Sep-24                        |
|            | <b>Total Payments</b>             |                | <b>254,903.76</b> |                |   |

## List of Payments made between 01/10/2024 and 31/10/2024

| Date Paid  | Payee Name                      | Reference | Amount Paid | Authorized Ref | Transaction Detail                                   |
|------------|---------------------------------|-----------|-------------|----------------|--|
| 01/10/2024 | MSDC                            | DDR       | 507.00      |                | Non-domestic rates – depot                           |
| 01/10/2024 | MSDC                            | DDR       | 3,877.00    |                | Non-domestic rates – Town Hall                       |
| 01/10/2024 | MSDC                            | DDR       | 354.00      |                | Non-domestic rates – cemetery                        |
| 01/10/2024 | SSE Electricity                 | DDR       | 1,138.75    |                | Street lighting energy Aug-24                        |
| 01/10/2024 | Moore                           | EBP4557   | 2,016.00    |                | External audit of a/cs, year ended 31/3/24           |
| 01/10/2024 | South East Business Systems Ltd | DDR       | 44.76       |                | Data encryption service (monthly)                    |
| 01/10/2024 | South East Business Systems Ltd | DDR       | 59.30       |                | M/soft 365: 3x Bus. Basic + 2x Bus. Std (monthly)    |
| 01/10/2024 | South East Business Systems Ltd | DDR       | 67.81       |                | Remote data & system back-up (monthly)               |
| 01/10/2024 | South East Business Systems Ltd | DDR       | 253.07      |                | IT system rental (monthly)                           |
| 03/10/2024 | CCLA Public Sector Deposit Fund | TFR25     | 29,994.00   |                | Deposit #25 (total transferred = £690,015.00)        |
| 03/10/2024 | RAM Tracking                    | DDR       | 18.00       |                | Vehicle tracking (x 2) 28/9–27/10/24                 |
| 04/10/2024 | CCLA Public Sector Deposit Fund | TFR26     | 29,993.00   |                | Deposit #26 (total transferred = £720,008.00)        |
| 04/10/2024 | Valda Energy Ltd                | DDR       | 848.79      |                | Electricity & gas charges 16/9–15/10/24              |
| 07/10/2024 | MSDC                            | EBP4558   | 29,107.76   |                | Recharges for local govt elections, 4/5/23           |
| 08/10/2024 | D Mckevitt                      | EBP4562   | 1,000.00    |                | Final payment for painting/decorating Town Hall      |
| 08/10/2024 | S Inglesfield                   | EBP4564   | 593.00      |                | 1 <sup>st</sup> ½-year Mayor's Allowance             |
| 08/10/2024 | S Hobbs                         | EBP4565   | 62.50       |                | 2½ hrs' CiLCA mentoring for staff member             |
| 08/10/2024 | Champions UK plc                | EBP4567   | 1,530.00    |                | Town Day '25 – 50% dep. for Queen tribute band       |
| 08/10/2024 | Streetlights                    | EBP4559   | 1,793.04    |                | Street lighting maint. contract Oct–Dec '24          |
| 08/10/2024 | KPS Contractors Ltd             | EBP4560   | 1,152.00    |                | 6x tree watering (various locations) 2–20/9/24       |
| 08/10/2024 | Kiwa CMT                        | EBP4561   | 1,812.00    |                | Structural inspection & testing of st light columns  |
| 08/10/2024 | Main Street Signs Ltd           | EBP4563   | 253.44      |                | 4 street nameplates                                  |
| 08/10/2024 | MSDC                            | EBP4566   | 626.75      |                | Ground rent 1/10–31/12/24                            |
| 09/10/2024 | CCLA Public Sector Deposit Fund | TFR27     | 29,992.00   |                | Deposit #26 (total transferred = £750,000.00)        |
| 09/10/2024 | Allstar Business Solutions      | DDR       | 105.28      |                | Fuel   |
| 10/10/2024 | L Bellamy                       | EBP4568   | 180.00      |                | Children's entertainer for Teddy Bears' Picnic, 16/8 |
| 10/10/2024 | Mercedes-Benz Finance           | DDR       | 411.91      |                | Lease repayment instalment for e-van Oct-24          |
| 11/10/2024 | M Oliver                        | EBP4569   | 200.00      |                | Fee for performing at Town Day, 14/9                 |
| 11/10/2024 | Pulse South Coast Ltd           | EBP4571   | 92.40       |                | First aid cover for Remembrance Sunday               |
| 11/10/2024 | KPS Contractors Ltd             | EBP4570   | 1,969.28    |                | Burials Sep-24                                       |
| 11/10/2024 | SOS Systems Ltd                 | EBP4572   | 146.57      |                | Black & colour copy chgs 4/9–4/10/24                 |
| 11/10/2024 | StarBrite Chemicals Ltd         | EBP4573   | 152.88      |                | Cleaning supplies, hand towels & 24 toilet rolls     |
| 11/10/2024 | takepayments Ltd                | DDR       | 15.00       |                | Rental of card payt terminal 29/9–28/10/24           |
| 14/10/2024 | Everflow Ltd                    | DDR       | 383.48      |                | Water charges 5/11–4/12/24 (for 8x HHTC sites)       |
| 14/10/2024 | Ernest Doe & Sons Ltd           | EBP4574   | 1,339.43    |                | Grounds maint. eqpt, parts, servicing & supplies     |
| 14/10/2024 | Lemonade Print Group Ltd        | EBP4575   | 2,139.80    |                | Newsletters, & Town Day flyers & programmes          |
| 15/10/2024 | Mercedes-Benz Vans              | DDR       | 15.00       |                | Service contract charge for e-van Oct-24             |
| 15/10/2024 | NatWest                         | DDR       | 36.40       |                | Bankline charges Sep-24                              |
| 15/10/2024 | Ernest Doe & Sons Ltd           | EBP4576   | 649.75      |                | Grounds maint. eqpt, parts, supplies & safety boots  |
| 15/10/2024 | Interlec (Brighton) Ltd         | EBP4577   | 129.48      |                | Electrical works re dishwasher & Sx rbt floodlights  |
| 15/10/2024 | Cameron Irrigation Systems Ltd  | EBP4578   | 175.14      |                | Winter decommissioning of irrigation system          |
| 15/10/2024 | F Goddard & Sons Ltd            | EBP4579   | 126.00      |                | Replace fill valve & pipework at Oathall allotments  |
| 15/10/2024 | Beacon Fencing Ltd              | EBP4580   | 250.50      |                | Timber & supplies to repair Town Hall fence          |
| 16/10/2024 | Allstar Business Solutions      | DDR       | 73.02       |                | Fuel   |
| 16/10/2024 | Sage Software Ltd               | DDR       | 164.40      |                | Payroll subscription Oct-24                          |
| 17/10/2024 | NatWest onecard                 | DDR       | 2,896.48    |                | HHTC credit card transactions Sep-24                 |
| 22/10/2024 | Vodafone Ltd                    | DDR       | 56.00       |                | Mobile phone bill Oct-24                             |
| 23/10/2024 | Allstar Business Solutions      | DDR       | 78.40       |                | Fuel   |

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## List of Payments made between 01/10/2024 and 31/10/2024

| <u>Date Paid</u> | <u>Payee Name</u>               | <u>Reference</u>      | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>                              |
|------------------|---------------------------------|-----------------------|--------------------|-----------------------|--|
| 24/10/2024       | S Wickstead                     | EBP4582               | 50.95              |                       | Storytelling at Christmas Festival, 23/11              |
| 24/10/2024       | L Christopher                   | EBP4583               | 205.92             |                       | To provide assistance at Town Day, 14/9                |
| 24/10/2024       | Keoghs                          | EBP4586               | 1.60               |                       | VAT only invoice re collision incident on 14/5/24      |
| 24/10/2024       | Ford Lease                      | DDR                   | 854.63             |                       | Rental invoice for Ford Transit Oct-24                 |
| 24/10/2024       | Lock Assist Ltd                 | EBP4581               | 20.40              |                       | 2 padlocks for use at grounds maint. depot             |
| 24/10/2024       | Jewson Ltd                      | EBP4584               | 6.14               |                       | 16x nuts/bolts for street nameplate works              |
| 24/10/2024       | Trustees RNS Clarke Will Trust  | EBP4585               | 1,132.30           |                       | Depot rent Nov-24                                      |
| 24/10/2024       | F Goddard & Sons Ltd            | EBP4588               | 145.20             |                       | To supply & fit ball valve to ladies' WC               |
| 24/10/2024       | Blachere Illumination UK Ltd    | EBP4587               | 1,746.00           |                       | Infrastructure works for festive lighting              |
| 25/10/2024       | Focus Group                     | DDR                   | 112.09             |                       | Line rentals & calls Oct-24                            |
| 25/10/2024       | B Gulliver                      | EBP4589               | 120.00             |                       | Reimbursement for 'Best Kept Garden' gift cards        |
| 28/10/2024       | Salaries                        | BULK LIST PAYT        | 22,209.21          |                       | Oct-24   |
| 28/10/2024       | takepayments Ltd                | DDR                   | 15.00              |                       | Rental of card payt terminal 29/10–28/11/24            |
| 28/10/2024       | Fastnet International Ltd       | DDR                   | 75.59              |                       | Broadband Internet & website hosting Oct-24            |
| 30/10/2024       | Allstar Business Solutions      | DDR                   | 77.41              |                       | Fuel   |
| 31/10/2024       | HMRC Cumbernauld                | EBP4595               | 6,884.84           |                       | Tax & NI Oct-24  |
| 31/10/2024       | NatWest                         | DDR                   | 29.75              |                       | Account service charge 31/8–2/10/24                    |
| 31/10/2024       | Joogleberry                     | EBP4590               | 630.00             |                       | 50% bal for 'Xmas Trees' duo at Xmas Fest, 23/11       |
| 31/10/2024       | Pulse South Coast Ltd           | EBP4592               | 307.56             |                       | First aid cover for Christmas Festival, 23/11          |
| 31/10/2024       | Bentswood Hub CIC               | EBP4596               | 2,973.25           |                       | 3 <sup>rd</sup> quarter payment for youth services SLA |
| 31/10/2024       | RAM Tracking                    | DDR                   | 18.00              |                       | Vehicle tracking (x 2) 28/10–27/11/24                  |
| 31/10/2024       | SSE Electricity                 | DDR                   | 1,102.01           |                       | Street lighting energy Sep-24                          |
| 31/10/2024       | West Sussex County Council      | EBP4593               | 5,302.80           |                       | Pension contributions Oct-24                           |
| 31/10/2024       | Main Street Signs Ltd           | EBP4591               | 102.96             |                       | Street nameplate                                       |
| 31/10/2024       | Cox Skips                       | EBP4594               | 376.74             |                       | 6yd <sup>3</sup> skip to dispose of sundry waste       |
| 31/10/2024       | Lemonade Print Group Ltd        | EBP4597               | 287.00             |                       | 700 Orders of Svc for Remembrance Sun                  |
| 31/10/2024       | West Sussex County Council      | EBP4598               | 163.55             |                       | Adjustment to pension contributions Oct-24             |
| 31/10/2024       | South East Business Systems Ltd | DDR                   | 44.76              |                       | Data encryption service (monthly)                      |
| 31/10/2024       | South East Business Systems Ltd | DDR                   | 59.30              |                       | M/soft 365: 4x Bus. Basic + 2x Bus. Std (monthly)      |
| 31/10/2024       | South East Business Systems Ltd | DDR                   | 67.81              |                       | Remote data & system back-up (monthly)                 |
| 31/10/2024       | South East Business Systems Ltd | DDR                   | 253.07             |                       | IT system rental (monthly)                             |
|                  |                                 | <b>Total Payments</b> | <b>194,256.41</b>  |                       |  |

## List of Payments made between 01/11/2024 and 30/11/2024

| Date Paid  | Payee Name                          | Reference | Amount Paid | Authorized Ref | Transaction Detail                                   |
|------------|-------------------------------------|-----------|-------------|----------------|--|
| 01/11/2024 | MSDC                                | DDR       | 507.00      |                | Non-domestic rates – depot                           |
| 01/11/2024 | MSDC                                | DDR       | 3,877.00    |                | Non-domestic rates – Town Hall                       |
| 01/11/2024 | MSDC                                | DDR       | 354.00      |                | Non-domestic rates – cemetery                        |
| 01/11/2024 | Time4Children                       | EBP4599   | 3,499.91    |                | Funds raised for Mayor's 2023/24 charity             |
| 01/11/2024 | Public Works Loan Board             | DDR       | 4,248.00    |                | Loan repayment instalment                            |
| 01/11/2024 | Ford Lease                          | DDR       | 854.63      |                | Rental invoice for Ford Transit Nov-24               |
| 04/11/2024 | Valda Energy Ltd                    | DDR       | 1,032.79    |                | Electricity & gas charges 16/10–15/11/24             |
| 06/11/2024 | Allstar Business Solutions          | DDR       | 69.33       |                | Fuel   |
| 07/11/2024 | I Wilson (reimbursement)            | EBP4603   | 30.28       |                | Provisions for Remembrance Sun reception             |
| 07/11/2024 | Golden Awards                       | EBP4600   | 125.50      |                | 3 plaques & various engraving for Best Kept Gdn      |
| 07/11/2024 | Branding Box Ltd                    | EBP4601   | 3,323.34    |                | Stage 3 payment for development of new website       |
| 07/11/2024 | Streetlights                        | EBP4602   | 117.30      |                | To repair st light in Sunte Cl – replaced photocell  |
| 07/11/2024 | MSDC                                | EBP4604   | 40.00       |                | Street Trading appn for Xmas Festival, 23/11         |
| 11/11/2024 | Mercedes-Benz Finance               | DDR       | 411.91      |                | Lease repayment instalment for e-van Nov-24          |
| 11/11/2024 | C J Rumsey Electrical Ltd           | EBP4605   | 4,434.45    |                | To carry out EICR* on ① Town Hall & ② depot          |
| 12/11/2024 | A Stempt                            | EBP4606   | 376.61      |                | Exps for attending Britain in Bloom Awards           |
| 13/11/2024 | Everflow Ltd                        | DDR       | 485.57      |                | Water charges 5/12/24–4/1/25 (for 8x HHTC sites)     |
| 13/11/2024 | EVO Payments UK                     | DDR       | 7.92        |                | Merchant service chg for card payments Oct-24        |
| 14/11/2024 | SSE Electricity                     | DDR       | 514.29      |                | Street lighting energy 1–14/10/24                    |
| 15/11/2024 | NatWest                             | DDR       | 23.60       |                | Bankline charges Oct-24                              |
| 15/11/2024 | David French Photography            | EBP4608   | 100.00      |                | Photos of various mtg room set-ups for website       |
| 15/11/2024 | Window Wizard/ J Archer             | EBP4609   | 25.00       |                | Town Hall window cleaner                             |
| 15/11/2024 | S Harris                            | EBP4610   | 90.00       |                | Travel exps to attend Britain in Bloom Awards        |
| 15/11/2024 | A Reilly                            | EBP4611   | 368.00      |                | Catering for Best Kept Garden reception 3/11         |
| 15/11/2024 | Cowans Group                        | EBP4613   | 278.88      |                | 300 boxes for 'Leave No One Behind' campaign         |
| 15/11/2024 | Mercedes-Benz Vans                  | DDR       | 15.00       |                | Service contract charge for e-van Nov-24             |
| 15/11/2024 | Balcombe Pest Control Ltd           | EBP4607   | 98.40       |                | Inspection of bait points at Oathall Ave allotments  |
| 15/11/2024 | HM Prison & Probation Service       | EBP4612   | 8,208.00    |                | Plants for Winter '24/Spring '25 bedding             |
| 15/11/2024 | SOS Systems Ltd                     | EBP4614   | 182.35      |                | Black & colour copy chgs 4/10–4/11/24                |
| 15/11/2024 | Jewson Ltd                          | EBP4615   | 155.95      |                | 6 lrg bulk bags & supplies for installing seats      |
| 15/11/2024 | Beacon Fencing Ltd                  | EBP4616   | 36.00       |                | 6x 'Postfix' concrete for installing st nameplates   |
| 18/11/2024 | Sage Software Ltd                   | DDR       | 164.40      |                | Payroll subscription Nov-24                          |
| 18/11/2024 | NatWest onecard                     | DDR       | 1,789.87    |                | HHTC credit card transactions Oct-24                 |
| 20/11/2024 | Allstar Business Solutions          | DDR       | 88.28       |                | Fuel   |
| 20/11/2024 | Vodafone Ltd                        | DDR       | 56.00       |                | Mobile phone bill Nov-24                             |
| 21/11/2024 | Fairy Dust Events                   | EBP4617   | 240.00      |                | Balloon modelling at Xmas Festival, 23/11            |
| 21/11/2024 | Mid Sussex Active                   | EBP4622   | 800.00      |                | Grant (Min. 39(2), P & F 18/11/24)                   |
| 21/11/2024 | Home-Start Crawley Horsham & Mid Sx | EBP4623   | 500.00      |                | Grant (Min. 39(3), P & F 18/11/24)                   |
| 21/11/2024 | Ensemble Reza                       | EBP4620   | 500.00      |                | Grant (Min. 39(4), P & F 18/11/24)                   |
| 21/11/2024 | Haywards Heath Foodbank             | EBP4618   | 500.00      |                | Grant (Min. 39(5), P & F 18/11/24)                   |
| 21/11/2024 | Haywards Heath Town Team CIC        | EBP4621   | 500.00      |                | Grant (Min. 39(6), P & F 18/11/24)                   |
| 21/11/2024 | H/Heath United Reformed Church      | EBP4619   | 146.50      |                | Hire of premises for Xmas Festival, 23/11            |
| 21/11/2024 | StarBrite Chemicals Ltd             | EBP4624   | 410.94      |                | Cleaning supplies, hand towels, sacks & toilet rolls |
| 22/11/2024 | PEAC (UK) Ltd                       | EBP4625   | 279.60      |                | Photocopier rental 12/11/24–11/2/25                  |
| 25/11/2024 | Cowans Group                        | EBP4628   | 81.36       |                | 20 reams of A4 copier paper                          |
| 25/11/2024 | Cox Skips                           | EBP4626   | 769.86      |                | 2 skips to dispose of general & green waste          |
| 25/11/2024 | Streetlights                        | EBP4627   | 898.80      |                | Street lighting works: 2 repairs & 1 upgrade         |

\*EICR = Electrical Installation  
Condition Report

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## List of Payments made between 01/11/2024 and 30/11/2024

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u>      | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>                   |
|------------------|--------------------------------|-----------------------|--------------------|-----------------------|---|
| 27/11/2024       | Allstar Business Solutions     | DDR                   | 72.25              |                       | Fuel  |
| 28/11/2024       | Salaries & expenses            | BULK LIST PAYT        | 31,559.33          |                       | Nov-24                                      |
| 28/11/2024       | Focus Group                    | DDR                   | 124.74             |                       | Line rentals & calls Nov-24                 |
| 28/11/2024       | Fastnet International Ltd      | DDR                   | 75.59              |                       | Broadband Internet & website hosting Nov-24 |
| 28/11/2024       | takepayments Ltd               | DDR                   | 15.00              |                       | Rental of card payt terminal 29/11–28/12/24 |
| 29/11/2024       | HMRC Cumbernauld               | EBP4629               | 11,198.38          |                       | Tax & NI Nov-24                             |
| 29/11/2024       | Trustees RNS Clarke Will Trust | EBP4629a              | 1,132.30           |                       | Depot rent Dec-24                           |
| 29/11/2024       | West Sussex County Council     | EBP4631               | 7,963.87           |                       | Pension contributions Nov-24                |
| 29/11/2024       | NatWest                        | DDR                   | 31.50              |                       | Account service charge 5/10–1/11/24         |
|                  |                                | <b>Total Payments</b> | <b>93,789.58</b>   |                       |   |

## List of Payments made between 01/12/2024 and 31/12/2024

| Date Paid  | Payee Name                            | Reference | Amount Paid | Authorized Ref | Transaction Detail                                   |
|------------|---------------------------------------|-----------|-------------|----------------|--|
| 01/12/2024 | MSDC                                  | DDR       | 507.00      |                | Non-domestic rates – depot                           |
| 01/12/2024 | MSDC                                  | DDR       | 3,877.00    |                | Non-domestic rates – Town Hall                       |
| 01/12/2024 | MSDC                                  | DDR       | 354.00      |                | Non-domestic rates – cemetery                        |
| 01/12/2024 | South East Business Systems Ltd       | DDR       | 44.76       |                | Data encryption service (monthly)                    |
| 01/12/2024 | South East Business Systems Ltd       | DDR       | 50.92       |                | M/soft 365: 3x Bus. Basic + 2x Bus. Std (monthly)    |
| 01/12/2024 | South East Business Systems Ltd       | DDR       | 67.81       |                | Remote data & system back-up (monthly)               |
| 01/12/2024 | South East Business Systems Ltd       | DDR       | 253.07      |                | IT system rental (monthly)                           |
| 01/12/2024 | South East Business Systems Ltd       | DDR       | 284.80      |                | Remote support for quarter Dec '24–Feb '25           |
| 02/12/2024 | P Weeks                               | EBP4632   | 40.00       |                | Refund of Christmas Festival fee                     |
| 02/12/2024 | The Movement Yoga Ltd                 | EBP4638   | 40.00       |                | Refund of Christmas Festival fee                     |
| 02/12/2024 | D Bryant                              | EBP4633   | 40.00       |                | Refund of Christmas Festival fee                     |
| 02/12/2024 | St. Wilfrid's PCC                     | EBP4637   | 95.60       |                | Hire of Centenary Hall for Xmas Festival, 23/11      |
| 02/12/2024 | Tick Boom Events                      | EBP4636   | 340.00      |                | Face painting artist for Xmas Festival, 23/11        |
| 02/12/2024 | N Dipple                              | EBP4634   | 40.00       |                | Refund of Christmas Festival fee                     |
| 02/12/2024 | J Snape                               | EBP4635   | 40.00       |                | Refund of Christmas Festival fee                     |
| 03/12/2024 | RAM Tracking                          | DDR       | 18.00       |                | Vehicle tracking (x 2) 28/11–27/12/24                |
| 04/12/2024 | Mercedes-Benz Finance                 | DDR       | 4,145.98    |                | Initial lease repay instalment for Vito van          |
| 04/12/2024 | Valda Energy Ltd                      | DDR       | 964.66      |                | Electricity & gas charges 16/11–15/12/24             |
| 04/12/2024 | Delta 365 Ltd                         | EBP4639   | 59.53       |                | FTTP broadband 30/10–30/11/24                        |
| 06/12/2024 | Royal British Legion Poppy Appeal     | EBP4640   | 75.00       |                | 2 poppy wreaths + donation                           |
| 06/12/2024 | I Wilson (reimbursement)              | EBP4642   | 1,362.84    |                | Supplies for 'Leave No One Behind' campaign          |
| 06/12/2024 | P & S Gallagher                       | EBP4654   | 1,959.00    |                | Refund in respect of overpaid burial fee             |
| 06/12/2024 | Balcombe Estate                       | EBP4641   | 216.00      |                | Xmas tree for Commercial Sq roundabout               |
| 06/12/2024 | Mulberry Local Authority Services Ltd | EBP4643   | 309.78      |                | Interim internal audit 2024/25                       |
| 06/12/2024 | Balcombe Pest Control Ltd             | EBP4644   | 98.40       |                | Inspection of bait points at Oathall Ave allotments  |
| 09/12/2024 | SOS Systems Ltd                       | EBP4645   | 306.64      |                | Black & colour copy chgs 4/11–4/12/24                |
| 09/12/2024 | Lemonade Print Group Ltd              | EBP4646   | 246.00      |                | 12x various signs for Xmas Festival, 23/11           |
| 09/12/2024 | Contego Safety Solutions              | EBP4647   | 198.41      |                | Various items of workwear for groundsmen             |
| 09/12/2024 | Ernest Doe & Sons Ltd                 | EBP4648   | 882.56      |                | Grounds maint. eqpt, parts, supplies & workwear      |
| 09/12/2024 | Jewson Ltd                            | EBP4649   | 92.46       |                | Barrier tape, decorative chippings & timber          |
| 09/12/2024 | Contego Safety Solutions              | EBP4650   | 51.61       |                | Groundsman: 2 polo shirts & 1 sweatshirt             |
| 09/12/2024 | SLCC Enterprises Ltd                  | EBP4651   | 501.50      |                | Fee for Practitioners' Conf. (Clerk); Clerks' Manual |
| 11/12/2024 | Allstar Business Solutions            | DDR       | 82.81       |                | Fuel   |
| 11/12/2024 | PQA Ltd                               | EBP4662   | 40.00       |                | Refund of Christmas Festival fee                     |
| 12/12/2024 | Bolnore Village Community Partnership | EBP4652   | 200.00      |                | Lucastes & Bolnore Ward Budget payment               |
| 12/12/2024 | Everflow Ltd                          | DDR       | 426.55      |                | Water charges 5/1–4/2/25 (for 8x HHTC sites)         |
| 12/12/2024 | EVO Payments UK                       | DDR       | 17.33       |                | Merchant service chg for card payments Nov-24        |
| 13/12/2024 | Positive Lighting Installations Ltd   | EBP4657   | 462.00      |                | Remove festive lighting bracket from Lloyds Bank     |
| 13/12/2024 | takepayments Ltd                      | DDR       | 58.80       |                | Annual 'Security+' package for card payt terminal    |
| 13/12/2024 | StarBrite Chemicals Ltd               | EBP4653   | 93.83       |                | Cleaning supplies, hand towels & toilet rolls        |
| 13/12/2024 | Beacon Fencing Ltd                    | EBP4655   | 182.88      |                | Supplies for fence repairs at A/Lane allotments      |
| 13/12/2024 | Storewatch.co.uk Ltd                  | EBP4656   | 1,089.60    |                | Community Warden service 1–30/11/24                  |
| 13/12/2024 | R J W Bradshaw Ltd                    | EBP4658   | 752.00      |                | Repairs to War Memorial following car damage         |
| 13/12/2024 | F Goddard & Sons Ltd                  | EBP4659   | 234.00      |                | To supply & fit new water heater at depot            |
| 13/12/2024 | KPS Contractors Ltd                   | EBP4660   | 1,908.10    |                | Burials Oct-24 & Nov-24                              |
| 13/12/2024 | R J W Bradshaw Ltd                    | EBP4661   | 4,880.00    |                | 6 new railing panels & 1 gatepost for War Meml       |
| 16/12/2024 | NatWest                               | DDR       | 20.00       |                | Bankline charges Nov-24                              |

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## List of Payments made between 01/12/2024 and 31/12/2024

| Date Paid  | Payee Name                            | Reference             | Amount Paid      | Authorized Ref | Transaction Detail                                     |
|------------|---------------------------------------|-----------------------|------------------|----------------|--|
| 16/12/2024 | Sage Software Ltd                     | DDR                   | 164.40           |                | Payroll subscription Dec-24                            |
| 16/12/2024 | EDF Energy Customers plc              | DDR                   | 509.04           |                | St lighting energy 15/10–1/11/24                       |
| 16/12/2024 | EDF Energy Customers plc              | DDR                   | 848.42           |                | St lighting energy 2/11–1/12/24                        |
| 17/12/2024 | NatWest onecard                       | DDR                   | 4,035.61         |                | HHTC credit card transactions Nov-24                   |
| 20/12/2024 | Vodafone Ltd                          | DDR                   | 56.00            |                | Mobile phone bill Dec-24                               |
| 20/12/2024 | M Horne                               | EBP4666               | 67.55            |                | Reimbursement of postage costs                         |
| 20/12/2024 | Branding Box Ltd                      | EBP4665               | 3,300.00         |                | Stage 4 payment for development of new website         |
| 20/12/2024 | Delta 365 Ltd                         | EBP4664               | 289.92           |                | Install new phone syst.; FTTP broadband Dec-24         |
| 20/12/2024 | Mulberry Local Authority Services Ltd | EBP4663               | 162.00           |                | 3 no. 1½-hour training courses for staff member Dec-24 |
| 23/12/2024 | Salaries, Petty Cash & expenses       | BULK LIST PAYT        | 26,619.78        |                |  |
| 24/12/2024 | Ford Lease                            | DDR                   | 854.63           |                | Rental invoice for Ford Transit Dec-24                 |
| 27/12/2024 | Allstar Business Solutions            | DDR                   | 144.19           |                | Fuel   |
| 27/12/2024 | Mercedes-Benz Finance                 | DDR                   | 691.00           |                | Lease repayment instalment for Vito van Dec-24         |
| 30/12/2024 | Fastnet International Ltd             | DDR                   | 75.59            |                | Broadband Internet & website hosting Dec-24            |
| 30/12/2024 | takepayments Ltd                      | DDR                   | 15.00            |                | Rental of card payt terminal 29/12/24–28/1/25          |
| 31/12/2024 | NatWest                               | DDR                   | 27.40            |                | Account service charge 2–29/11/24                      |
| 31/12/2024 | HMRC Cumbernauld                      | EBP4667               | 7,612.10         |                | Tax & NI Dec-24  |
| 31/12/2024 | Focus Group                           | DDR                   | 120.89           |                | Line rentals & calls Dec-24                            |
| 31/12/2024 | Trustees RNS Clarke Will Trust        | EBP4668               | 1,132.30         |                | Depot rent Jan-25                                      |
| 31/12/2024 | West Sussex County Council            | EBP4669               | 6,470.75         |                | Pension contributions Dec-24                           |
| 31/12/2024 | South East Business Systems Ltd       | DDR                   | 44.76            |                | Data encryption service (monthly)                      |
| 31/12/2024 | South East Business Systems Ltd       | DDR                   | 50.92            |                | M/soft 365: 3x Bus. Basic + 2x Bus. Std (monthly)      |
| 31/12/2024 | South East Business Systems Ltd       | DDR                   | 67.81            |                | Remote data & system back-up (monthly)                 |
| 31/12/2024 | South East Business Systems Ltd       | DDR                   | 253.07           |                | IT system rental (monthly)                             |
|            |                                       | <b>Total Payments</b> | <b>81,624.36</b> |                |  |

**ITEM 7**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> March

**Subject:** Income and expenditure reports as at 31<sup>st</sup> December 2024

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Please see associated documents;

ITEM 7 - P and F 24/03/2025 - FINANCIAL REPORTS PACK – 31<sup>st</sup> December 2024



## Detailed Income &amp; Expenditure by Budget Heading year to 31 DECEMBER 2024

Month No: 9

Policy &amp; Finance Committee - Monday, 24 March 2025

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>101</u> <u>Grounds Maintenance</u>           |                        |                       |                          |                          |                    |               |
| 4000 Salaries & National Insurance              | 98,620                 | 150,950               | 52,330                   |                          | 52,330             | 65.3%         |
| 4001 Pension                                    | 22,460                 | 35,505                | 13,045                   |                          | 13,045             | 63.3%         |
| 4500 Clothing & Footwear                        | 1,028                  | 1,175                 | 147                      |                          | 147                | 87.5%         |
| 4510 Depot Rent                                 | 9,436                  | 11,323                | 1,887                    |                          | 1,887              | 83.3%         |
| 4511 Depot Rates                                | 4,565                  | 5,240                 | 675                      |                          | 675                | 87.1%         |
| 4512 Other Depot Expenses                       | 3,723                  | 5,775                 | 2,052                    |                          | 2,052              | 64.5%         |
| 4517 Electric Vehicle                           | 2,868                  | 0                     | (2,868)                  |                          | (2,868)            | 0.0%          |
| 4520 Vehicle Expenses                           | 17,091                 | 14,200                | (2,891)                  |                          | (2,891)            | 120.4%        |
| 4521 Fuel                                       | 1,930                  | 3,090                 | 1,160                    |                          | 1,160              | 62.5%         |
| 4530 Equipment Expenses                         | 4,521                  | 4,924                 | 403                      |                          | 403                | 91.8%         |
| 4540 Mobile Telephones                          | 450                    | 596                   | 146                      |                          | 146                | 75.5%         |
| 4550 Contingencies & Sundries                   | 271                    | 325                   | 54                       |                          | 54                 | 83.4%         |
| Grounds Maintenance :- Indirect Expenditure     | <b>166,963</b>         | <b>233,103</b>        | <b>66,140</b>            | <b>0</b>                 | <b>66,140</b>      | <b>71.6%</b>  |
| <b>Net Expenditure</b>                          | <b>(166,963)</b>       | <b>(233,103)</b>      | <b>(66,140)</b>          |                          |                    |               |
| <u>105</u> <u>Accommodation</u>                 |                        |                       |                          |                          |                    |               |
| 1010 Income - Lettings                          | 26,566                 | 25,000                | (1,566)                  |                          |                    | 106.3%        |
| Accommodation :- Income                         | <b>26,566</b>          | <b>25,000</b>         | <b>(1,566)</b>           |                          |                    | <b>106.3%</b> |
| 4000 Salaries & National Insurance              | 11,954                 | 19,096                | 7,142                    |                          | 7,142              | 62.6%         |
| 4100 Rent                                       | 1,880                  | 2,507                 | 627                      |                          | 627                | 75.0%         |
| 4101 Rates, Water & Sewerage                    | 35,789                 | 38,957                | 3,168                    |                          | 3,168              | 91.9%         |
| 4105 Cleaning                                   | 468                    | 630                   | 162                      |                          | 162                | 74.3%         |
| 4160 Maintenance Building & Grounds             | 3,820                  | 5,750                 | 1,930                    |                          | 1,930              | 66.4%         |
| 4165 Cyclical Redecoration                      | 1,250                  | 1,250                 | 0                        |                          | 0                  | 100.0%        |
| 4170 Electricity                                | 2,435                  | 4,800                 | 2,365                    |                          | 2,365              | 50.7%         |
| 4171 Gas  | 1,601                  | 8,700                 | 7,099                    |                          | 7,099              | 18.4%         |
| 4172 Telephone, Fax & Internet                  | 1,981                  | 2,141                 | 160                      |                          | 160                | 92.5%         |
| Accommodation :- Indirect Expenditure           | <b>61,179</b>          | <b>83,831</b>         | <b>22,652</b>            | <b>0</b>                 | <b>22,652</b>      | <b>73.0%</b>  |
| <b>Net Income over Expenditure</b>              | <b>(34,613)</b>        | <b>(58,831)</b>       | <b>(24,218)</b>          |                          |                    |               |
| <u>107</u> <u>Office &amp; Customer Service</u> |                        |                       |                          |                          |                    |               |
| 1176 Precept                                    | 869,580                | 869,580               | 0                        |                          |                    | 100.0%        |
| Office & Customer Service :- Income             | <b>869,580</b>         | <b>869,580</b>        | <b>0</b>                 |                          |                    | <b>100.0%</b> |
| 4000 Salaries & National Insurance              | 181,338                | 243,100               | 61,762                   |                          | 61,762             | 74.6%         |
| 4001 Pension                                    | 31,327                 | 58,636                | 27,309                   |                          | 27,309             | 53.4%         |
| 4005 Travelling Expenses                        | 1,206                  | 1,200                 | (6)                      |                          | (6)                | 100.5%        |
| 4009 Staff Training                             | 113                    | 2,500                 | 2,388                    |                          | 2,388              | 4.5%          |

## Detailed Income &amp; Expenditure by Budget Heading year to 31 DECEMBER 2024

Month No: 9

Policy &amp; Finance Committee - Monday, 24 March 2025

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 4020 Printing & Stationery                        | 2,881                  | 3,365                 | 484                      |                          | 484                | 85.6%         |
| 4021 Postage                                      | 469                    | 275                   | (194)                    |                          | (194)              | 170.5%        |
| 4022 Advertising                                  | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%          |
| 4024 Office Equipment Maintenance                 | 2,976                  | 5,403                 | 2,427                    |                          | 2,427              | 55.1%         |
| 4025 Insurances                                   | 11,325                 | 11,325                | 0                        |                          | 0                  | 100.0%        |
| 4027 Courses, Conferences & Pubs.                 | 1,647                  | 3,500                 | 1,853                    |                          | 1,853              | 47.0%         |
| 4030 Subscriptions                                | 10,113                 | 13,774                | 3,661                    |                          | 3,661              | 73.4%         |
| 4050 Audit Fees                                   | 1,784                  | 2,200                 | 416                      |                          | 416                | 81.1%         |
| 4060 Replacement Fixtures/Fittings                | 1,993                  | 3,750                 | 1,757                    |                          | 1,757              | 53.1%         |
| Office & Customer Service :- Indirect Expenditure | <b>247,171</b>         | <b>351,028</b>        | <b>103,857</b>           | <b>0</b>                 | <b>103,857</b>     | <b>70.4%</b>  |
| <b>Net Income over Expenditure</b>                | <b>622,409</b>         | <b>518,552</b>        | <b>(103,857)</b>         |                          |                    |               |
| <u>110 Other Expenditure</u>                      |                        |                       |                          |                          |                    |               |
| 1050 Income - Other                               | 5,554                  | 2,026                 | (3,528)                  |                          |                    | 274.1%        |
| 1055 Income - 22/23 Mayor's Charity               | 7,323                  | 0                     | (7,323)                  |                          |                    | 0.0%          |
| 1057 Income - 24/25 Mayor's Charity               | 2,886                  | 0                     | (2,886)                  |                          |                    | 0.0%          |
| 1190 Interest Earned                              | 25,138                 | 25,000                | (138)                    |                          |                    | 100.6%        |
| Other Expenditure :- Income                       | <b>40,901</b>          | <b>27,026</b>         | <b>(13,875)</b>          |                          |                    | <b>151.3%</b> |
| 4200 Hospitality & Twinning                       | 1,057                  | 2,250                 | 1,193                    |                          | 1,193              | 47.0%         |
| 4201 Grants & Subsidies                           | 9,158                  | 10,000                | 842                      |                          | 842                | 91.6%         |
| 4203 Bentswood Hub CIC/ SLA                       | 8,920                  | 0                     | (8,920)                  |                          | (8,920)            | 0.0%          |
| 4210 Newsletters                                  | 2,271                  | 7,070                 | 4,799                    |                          | 4,799              | 32.1%         |
| 4220 Election Expenses                            | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%          |
| 4230 Contingencies & Sundries                     | 447                    | 1,025                 | 578                      |                          | 578                | 43.6%         |
| 4235 Bank Charges                                 | 977                    | 1,344                 | 367                      |                          | 367                | 72.7%         |
| 4240 Mayor's Allowance                            | 593                    | 1,186                 | 593                      |                          | 593                | 50.0%         |
| 4242 Members' Allowances                          | 9,315                  | 19,872                | 10,557                   |                          | 10,557             | 46.9%         |
| 4250 Community Facilities                         | 706                    | 1,869                 | 1,163                    |                          | 1,163              | 37.8%         |
| 4251 Community Projects                           | 3,750                  | 15,000                | 11,250                   |                          | 11,250             | 25.0%         |
| 4252 Community Warden                             | 6,260                  | 21,500                | 15,240                   |                          | 15,240             | 29.1%         |
| 4260 Loan Capital Repayment                       | 6,000                  | 6,000                 | 0                        |                          | 0                  | 100.0%        |
| 4261 Loan Interest                                | 2,574                  | 2,574                 | 0                        |                          | 0                  | 100.0%        |
| 4280 Advisers' Fees                               | 6,346                  | 8,750                 | 2,404                    |                          | 2,404              | 72.5%         |
| 4292 New Website                                  | 12,586                 | 20,000                | 7,414                    |                          | 7,414              | 62.9%         |
| Other Expenditure :- Indirect Expenditure         | <b>70,959</b>          | <b>128,440</b>        | <b>57,481</b>            | <b>0</b>                 | <b>57,481</b>      | <b>55.2%</b>  |
| <b>Net Income over Expenditure</b>                | <b>(30,058)</b>        | <b>(101,414)</b>      | <b>(71,356)</b>          |                          |                    |               |

## Detailed Income &amp; Expenditure by Budget Heading year to 31 DECEMBER 2024

Month No: 9

Policy &amp; Finance Committee - Monday, 24 March 2025

|                                      | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>115</u> <u>Ward Budgets</u>       |                        |                       |                          |                          |                    |                |
| 4395 Ashenground                     | (1,841)                | 2,125                 | 3,966                    |                          | 3,966              | (86.7%)        |
| 4396 Bentswood & Heath E & W         | (2,750)                | 2,750                 | 5,500                    |                          | 5,500              | (100.0%)       |
| 4397 Franklands                      | (1,838)                | 2,438                 | 4,276                    |                          | 4,276              | (75.4%)        |
| 4398 North Central NE & NW           | (2,066)                | 2,437                 | 4,503                    |                          | 4,503              | (84.8%)        |
| 4399 Lucastes Bolnore & Luc. Boltro  | 186                    | 2,750                 | 2,564                    |                          | 2,564              | 6.8%           |
| Ward Budgets :- Indirect Expenditure | <b>(8,309)</b>         | <b>12,500</b>         | <b>20,809</b>            | <b>0</b>                 | <b>20,809</b>      | <b>(66.5%)</b> |
| <b>Net Expenditure</b>               | <b>8,309</b>           | <b>(12,500)</b>       | <b>(20,809)</b>          |                          |                    |                |
| <u>120</u> <u>CAPITAL</u>            |                        |                       |                          |                          |                    |                |
| 4600 CAPITAL                         | 10,047                 | 10,000                | (47)                     |                          | (47)               | 100.5%         |
| CAPITAL :- Indirect Expenditure      | <b>10,047</b>          | <b>10,000</b>         | <b>(47)</b>              | <b>0</b>                 | <b>(47)</b>        | <b>100.5%</b>  |
| <b>Net Expenditure</b>               | <b>(10,047)</b>        | <b>(10,000)</b>       | <b>47</b>                |                          |                    |                |
| <u>201</u> <u>Environment</u>        |                        |                       |                          |                          |                    |                |
| 1000 Income - Cemetery               | 28,952                 | 35,000                | 6,048                    |                          |                    | 82.7%          |
| 1020 Income - Allotments             | 4,627                  | 4,634                 | 7                        |                          |                    | 99.8%          |
| 1030 Income - Sponsorship            | 7,000                  | 7,250                 | 250                      |                          |                    | 96.6%          |
| Environment :- Income                | <b>40,578</b>          | <b>46,884</b>         | <b>6,306</b>             |                          |                    | <b>86.6%</b>   |
| 4300 Allotments                      | 7,639                  | 8,000                 | 361                      |                          | 361                | 95.5%          |
| 4301 Cemetery                        | 5,002                  | 7,050                 | 2,048                    |                          | 2,048              | 71.0%          |
| 4303 Hanging Baskets & Planters      | 3,228                  | 4,680                 | 1,452                    |                          | 1,452              | 69.0%          |
| 4305 Muster Green/Other Flower Beds  | 17,030                 | 21,752                | 4,722                    |                          | 4,722              | 78.3%          |
| 4307 St. Wilfrid's Clock             | 0                      | 200                   | 200                      |                          | 200                | 0.0%           |
| 4313 General Maintenance/Repairs     | 2,921                  | 4,838                 | 1,917                    |                          | 1,917              | 60.4%          |
| 4315 Street Lighting Power & Maint.  | 12,866                 | 17,750                | 4,884                    |                          | 4,884              | 72.5%          |
| 4316 Street Lighting Schemes         | 3,840                  | 4,000                 | 160                      |                          | 160                | 96.0%          |
| 4351 Cemetery - External Contract    | 9,763                  | 17,779                | 8,016                    |                          | 8,016              | 54.9%          |
| 4353 Town Initiatives                | 0                      | 8,072                 | 8,072                    |                          | 8,072              | 0.0%           |
| 4355 South Road Tree Project         | 2,000                  | 2,000                 | 0                        |                          | 0                  | 100.0%         |
| 4357 Comm./Young Enterprise Awards   | 422                    | 1,500                 | 1,078                    |                          | 1,078              | 28.1%          |
| 4363 Environmental Projects          | 0                      | 2,205                 | 2,205                    |                          | 2,205              | 0.0%           |
| 4390 Severe Weather Contingency      | 0                      | 315                   | 315                      |                          | 315                | 0.0%           |
| Environment :- Indirect Expenditure  | <b>64,711</b>          | <b>100,141</b>        | <b>35,430</b>            | <b>0</b>                 | <b>35,430</b>      | <b>64.6%</b>   |
| <b>Net Income over Expenditure</b>   | <b>(24,133)</b>        | <b>(53,257)</b>       | <b>(29,124)</b>          |                          |                    |                |

## Detailed Income &amp; Expenditure by Budget Heading year to 31 DECEMBER 2024

Month No: 9

Policy &amp; Finance Committee - Monday, 24 March 2025

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>210 Leisure &amp; Amenities</u>          |                        |                       |                          |                          |                    |              |
| 4400 Best Kept Garden/Allotment             | 341                    | 971                   | 630                      |                          | 630                | 35.1%        |
| 4405 Christmas Lights                       | 7,327                  | 14,900                | 7,573                    |                          | 7,573              | 49.2%        |
| 4406 Christmas Lights - Maintenance         | 1,770                  | 1,500                 | (270)                    |                          | (270)              | 118.0%       |
| 4430 Town Council Events                    | 26,692                 | 26,500                | (192)                    |                          | (192)              | 100.7%       |
| 4433 Leave No One Behind                    | 4,584                  | 2,000                 | (2,584)                  |                          | (2,584)            | 229.2%       |
| 4436 Days Out Project                       | 30                     | 2,500                 | 2,470                    |                          | 2,470              | 1.2%         |
| 4440 Haywards Heath in Bloom                | 2,388                  | 1,076                 | (1,312)                  |                          | (1,312)            | 221.9%       |
| Leisure & Amenities :- Indirect Expenditure | <b>43,131</b>          | <b>49,447</b>         | <b>6,316</b>             | <b>0</b>                 | <b>6,316</b>       | <b>87.2%</b> |
| <b>Net Expenditure</b>                      | <b>(43,131)</b>        | <b>(49,447)</b>       | <b>(6,316)</b>           |                          |                    |              |
| <u>900 Reserve Movements</u>                |                        |                       |                          |                          |                    |              |
| 9002 Cemetery                               | 3,128                  | 30,064                | 26,936                   |                          | 26,936             | 10.4%        |
| 9004 Street Lighting Schemes                | 0                      | 5,558                 | 5,558                    |                          | 5,558              | 0.0%         |
| 9006 New Burial Ground                      | 0                      | 70,920                | 70,920                   |                          | 70,920             | 0.0%         |
| 9010 Christmas Lights - Maintenance         | 3,359                  | 3,359                 | 0                        |                          | 0                  | 100.0%       |
| 9013 Town Council Events                    | 0                      | 14,838                | 14,838                   |                          | 14,838             | 0.0%         |
| 9016 Cyclical Redecoration                  | 1,250                  | 9,245                 | 7,995                    |                          | 7,995              | 13.5%        |
| 9017 Insurances                             | 2,072                  | 3,041                 | 969                      |                          | 969                | 68.1%        |
| 9018 Staff Training                         | 0                      | 4,189                 | 4,189                    |                          | 4,189              | 0.0%         |
| 9019 Replacement Fixtures/Fittings          | 0                      | 22,874                | 22,874                   |                          | 22,874             | 0.0%         |
| 9022 Election Expenses                      | 0                      | 9,509                 | 9,509                    |                          | 9,509              | 0.0%         |
| 9023 Community Facilities                   | 0                      | 3,412                 | 3,412                    |                          | 3,412              | 0.0%         |
| 9026 CAPITAL                                | 568                    | 54,215                | 53,647                   |                          | 53,647             | 1.0%         |
| 9028 Advisers' Fees                         | 0                      | 24,591                | 24,591                   |                          | 24,591             | 0.0%         |
| 9029 Graffiti/Street Scene Works            | (640)                  | 9,267                 | 9,907                    |                          | 9,907              | (6.9%)       |
| 9030 Severe Weather Contingency             | 0                      | 3,186                 | 3,186                    |                          | 3,186              | 0.0%         |
| 9034 Muster Green                           | 2,100                  | 11,039                | 8,939                    |                          | 8,939              | 19.0%        |
| 9036 Haywards Heath Town CIC                | (2,299)                | 17,375                | 19,674                   |                          | 19,674             | (13.2%)      |
| 9037 Community Warden                       | 0                      | 32,745                | 32,745                   |                          | 32,745             | 0.0%         |
| 9038 Roundabout Liabilities                 | 0                      | 2,250                 | 2,250                    |                          | 2,250              | 0.0%         |
| 9039 Maintenance Building & Grounds         | 4,865                  | 14,758                | 9,893                    |                          | 9,893              | 33.0%        |
| 9041 Town Development                       | 0                      | 5,649                 | 5,649                    |                          | 5,649              | 0.0%         |
| 9042 CCTV                                   | 0                      | 6,322                 | 6,322                    |                          | 6,322              | 0.0%         |
| 9043 Fox Hill Village Sign                  | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |
| 9055 South Road Trees                       | 2,160                  | 7,564                 | 5,404                    |                          | 5,404              | 28.6%        |
| 9058 Land Hurstwood Ln - Management         | 0                      | 30,500                | 30,500                   |                          | 30,500             | 0.0%         |
| 9059 Speed Indicator Device (SID)           | 0                      | 244                   | 244                      |                          | 244                | 0.0%         |
| Reserve Movements :- Indirect Expenditure   | <b>16,563</b>          | <b>397,714</b>        | <b>381,151</b>           | <b>0</b>                 | <b>381,151</b>     | <b>4.2%</b>  |
| <b>Net Expenditure</b>                      | <b>(16,563)</b>        | <b>(397,714)</b>      | <b>(381,151)</b>         |                          |                    |              |

## Detailed Income &amp; Expenditure by Budget Heading year to 31 DECEMBER 2024

Month No: 9

Policy &amp; Finance Committee - Monday, 24 March 2025

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income                 | 977,625                | 968,490               | (9,135)                  |                          |                    | 100.9%  |
| Expenditure                           | 672,415                | 1,366,204             | 693,789                  | 0                        | 693,789            | 49.2%   |
| <b>Net Income over Expenditure</b>    | <b>305,210</b>         | <b>(397,714)</b>      | <b>(702,924)</b>         |                          |                    |         |
| <b>Movement to/(from) Gen Reserve</b> | <b>305,210</b>         | <b>(397,714)</b>      | <b>(702,924)</b>         |                          |                    |         |

**ITEM 8**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 24<sup>th</sup> March

**Subject:** To Confirm Bank Balances and the Bank Reconciliation Statements as at 31<sup>st</sup> December 2024

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Please see financial pack for documents;

ITEM 8 - P and F 24/03/2025 - FINANCIAL REPORTS PACK – 31<sup>st</sup> December 2024



Transactions from 31-DEC-2024 to 31-DEC-2024

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

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.

Table with columns: Date, Type, Transaction details, Debit, Credit, Balance. Includes rows for Opening balance (2,500.00), various transactions (e.g., FROM [REDACTED], CHG 29NOV A/C [REDACTED], EBP HMRC CUMBERNAULD, TAX AND NI DEC24, FP, etc.), and Closing balance (2,500.00).

Totals -15,780.00 15,780.00



Transactions from 31-DEC-2024 to 31-DEC-2024

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

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](http://www.FSCS.org.uk).

The interest rate is 1.35% gross 1.36% AER. This is based on the balance of 31st of December 2024.

| Date        | Type | Transaction details  | Debit      | Credit | Balance    |
|-------------|------|----------------------|------------|--------|------------|
|             |      | Opening balance      |            |        | 198,542.87 |
| 31-Dec-2024 | INT  | 31DEC GRS [REDACTED] |            | 260.39 | 198,803.26 |
| 31-Dec-2024 |      | TO [REDACTED]        | -15,780.00 |        | 183,023.26 |
|             |      | Closing balance      |            |        | 183,023.26 |
|             |      | Totals               | -15,780.00 | 260.39 |            |



## Statement of Account

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

5 January 2025

Account name: **HAYWARDS HEATH TOWN COUNCIL**  
Account number: ~~XXXXXXXXXX~~  
Statement period: **30/11/2024 to 31/12/2024**

### Account summary

|  |                    |
|--|--------------------|
| Total valuation as at 31 December 2024                   | <b>£773,656.81</b> |
| Total valuation as at last statement at 30 November 2024 | <b>£770,614.92</b> |

### Holdings as at 31 December 2024

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>GB00B3LDFH01 | 773,656.8100        | £1.00                | £773,656.81        |
|   |                     |                      | <b>Total value</b> |
|   |                     |                      | <b>£773,656.81</b> |

### Transactions for the period from 30 November 2024 to 31 December 2024

#### The Public Sector Deposit Fund SC4

| Transaction date | Transaction type    | Unit/shares | Price per unit/share | Amount (GBP) |
|------------------|---------------------|-------------|----------------------|--------------|
| 03/12/2024       | Income Reinvestment | 3,041.8900  | £1.0000              | £3,041.89    |

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](http://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.

The average Fund yield for this period was 4.75% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method       | Amount (£) | Destination           |
|----------|------------|--------------|------------|-----------------------|
| Dec 2024 | 03/01/2025 | Reinvestment | £3,121.31  | <del>XXXXXXXXXX</del> |

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

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.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

**Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - Current/Reserve Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Current Account                        | 31/12/2024            |                                    | 2,500.00          |
| Reserve Account                        | 31/12/2024            |                                    | 183,023.26        |
|  |                       |                                    | <u>185,523.26</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 185,523.26        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 185,523.26        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>185,523.26</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 2 - CCLA Public Sector Dep. Fund**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| CCLA Public Sector Dep Fund            | 31/12/2024            |                                    | 773,656.81        |
|  |                       |                                    | <u>773,656.81</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 773,656.81        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 773,656.81        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>773,656.81</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |