

Policy and Finance Committee

Financial Report Pack

24th June 2024

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Lists of payments and receipts for the period 1st January 2024– 31st March 2024.

Please see associated documents;

ITEM 6 - P and F 24/06/24 - FINANCIAL REPORTS PACK – 01Jan2024 TO
31March24

12/03/2024
12:30

Haywards Heath Town Council
Cashbook 1

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User: ANDREW

Current/Reserve Account
Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/01/2024	43.00						
	Sales Recpts Page 2555	43.00	43.00		100			Sales Recpts Page 2555
	Banked: 04/01/2024	36.00						
	Sales Recpts Page 2556	36.00	36.00		100			Sales Recpts Page 2556
	Banked: 04/01/2024	18.00						
	Sales Recpts Page 2557	18.00	18.00		100			Sales Recpts Page 2557
	Banked: 04/01/2024	27.00						
	Sales Recpts Page 2558	27.00	27.00		100			Sales Recpts Page 2558
	Banked: 05/01/2024	70.00						
	Sales Recpts Page 2559	70.00	70.00		100			Sales Recpts Page 2559
	Banked: 05/01/2024	384.75						
	Monastery of the Visitation	384.75			9002	900	384.75	(¼) Maint. nuns'burial area
	Banked: 08/01/2024	82.50						
	Sales Recpts Page 2560	82.50	82.50		100			Sales Recpts Page 2560
	Banked: 08/01/2024	87.00						
	Sales Recpts Page 2561	87.00	87.00		100			Sales Recpts Page 2561
	Banked: 08/01/2024	36.00						
	Sales Recpts Page 2562	36.00	36.00		100			Sales Recpts Page 2562
	Banked: 08/01/2024	87.00						
	Sales Recpts Page 2563	87.00	87.00		100			Sales Recpts Page 2563
	Banked: 09/01/2024	96.75						
	Sales Recpts Page 2564	96.75	96.75		100			Sales Recpts Page 2564
	Banked: 09/01/2024	280.50						
	Sales Recpts Page 2565	280.50	280.50		100			Sales Recpts Page 2565
	Banked: 10/01/2024	210.00						
	S Inglesfield	210.00			1056	110	210.00	6 tickets Mayor's charity event, 8/3
	Banked: 10/01/2024	370.00						
	M Palmer & O Guez	370.00			1010	105	370.00	Bal. for civil marriage, 20/1/24
	Banked: 12/01/2024	30.00						
	D Lepadatu & N Walker	30.00			1010	105	30.00	Dep. for civil marriage, 11/5/24
	Banked: 15/01/2024	64.50						
	Sales Recpts Page 2566	64.50	64.50		100			Sales Recpts Page 2566
	Banked: 15/01/2024	174.00						
	C Stanbridge	174.00			1000	201	174.00	Cemetery
	Banked: 15/01/2024	174.00						
	Receipt by card	174.00			1000	201	174.00	Cemetery – Taulbut
	Subtotal Carried Forward:	2,271.00	928.25	0.00			1,342.75	

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Haywards Heath Town Council
Cashbook 1

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Current/Reserve Account
Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 19/01/2024	131.50						
		Sales Recpts Page 2567	131.50	131.50		100			Sales Recpts Page 2567
		Banked: 22/01/2024	125.50						
		Sales Recpts Page 2568	125.50	125.50		100			Sales Recpts Page 2568
		Banked: 22/01/2024	2,440.00						
		Sussex Family Funeral Directors	2,440.00			1000	201	2,440.00	Cemetery
		Banked: 23/01/2024	435.00						
		Sales Recpts Page 2569	435.00	435.00		100			Sales Recpts Page 2569
		Banked: 24/01/2024	250.00						
		M Lindfield	250.00			4305	201	250.00	Contrib. to birch tree Fairfield Way
		Banked: 29/01/2024	172.00						
		Sales Recpts Page 2570	172.00	172.00		100			Sales Recpts Page 2570
		Banked: 30/01/2024	13.91						
		NatWest	13.91			4235	110	13.91	Annual rebate re credit cards
100949		Banked: 30/01/2024	442.00						
100949		Manual Pay-in	442.00			4433	210	28.00	Reimb. for sundry items
						1000	201	174.00	Cemetery
						1000	201	174.00	Cemetery
						1000	201	66.00	Cemetery
		Banked: 30/01/2024	43.00						
		Sales Recpts Page 2572	43.00	43.00		100			Sales Recpts Page 2572
		Banked: 31/01/2024	960.19						
		NatWest	960.19			1190	110	960.19	Reserve A/c interest Jan-24
		Banked: 31/01/2024	54.00						
		Sales Recpts Page 2571	54.00	54.00		100			Sales Recpts Page 2571
		Total Receipts:	7,338.10	1,889.25	0.00			5,448.85	

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Haywards Heath Town Council

Cashbook 1

Current/Reserve Account

Receipts received between 01/02/2024 and 29/02/2024

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User: ANDREW

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 01/02/2024	35.00						
		M Wilcock	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
		Banked: 01/02/2024	65.00						
		Sales Recpts Page 2573	65.00	65.00		100			Sales Recpts Page 2573
		Banked: 01/02/2024	80.00						
		Sales Recpts Page 2574	80.00	80.00		100			Sales Recpts Page 2574
		Banked: 01/02/2024	232.00						
		Sales Recpts Page 2575	232.00	232.00		100			Sales Recpts Page 2575
		Banked: 01/02/2024	204.50						
		Sales Recpts Page 2576	204.50	204.50		100			Sales Recpts Page 2576
		Banked: 02/02/2024	36.00						
		Sales Recpts Page 2577	36.00	36.00		100			Sales Recpts Page 2577
		Banked: 02/02/2024	95.75						
		Sales Recpts Page 2578	95.75	95.75		100			Sales Recpts Page 2578
		Banked: 02/02/2024	70.00						
		M & L Bright	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
		Banked: 02/02/2024	167.00						
		Receipt by card	167.00			1000	201	167.00	Cemetery -- Bowers
		Banked: 05/02/2024	70.00						
		Y Driver	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
		Banked: 05/02/2024	104.75						
		Sales Recpts Page 2579	104.75	104.75		100			Sales Recpts Page 2579
		Banked: 05/02/2024	156.00						
		Sales Recpts Page 2580	156.00	156.00		100			Sales Recpts Page 2580
		Banked: 07/02/2024	167.00						
		Masters & Son Funeral Directors	167.00			1000	201	167.00	Cemetery
		Banked: 07/02/2024	78.00						
		Sales Recpts Page 2581	78.00	78.00		100			Sales Recpts Page 2581
		Banked: 08/02/2024	105.00						
		Receipts by card	105.00			1056	110	35.00	L Wilson/ ticket for Mayor's event
						1056	110	70.00	R Randall/ 2 tickets Mayor's event
		Banked: 08/02/2024	129.00						
		Sales Recpts Page 2582	129.00	129.00		100			Sales Recpts Page 2582
		Banked: 09/02/2024	370.00						
		T Brierley & J Watson	370.00			1010	105	370.00	Bal. for civil marriage, 24/2/24
		Banked: 09/02/2024	126.00						
		Subtotal Carried Forward:	2,291.00	1,181.00	0.00			984.00	

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Haywards Heath Town Council
Cashbook 1
Current/Reserve Account

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Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amount Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 2583	126.00	126.00		100			Sales Recpts Page 2583
	Banked: 13/02/2024	140.00						
	P Sutton	140.00			1056	110	140.00	4 tickets Mayor's charity event, 8/3
	Banked: 14/02/2024	167.00						
	R A Brooks & Son	167.00			1000	201	167.00	Cemetery
	Banked: 15/02/2024	17,619.58						
	HM Revenue & Customs	17,619.58			105		17,619.58	VAT reimbursement to 30/6/23
	Banked: 15/02/2024	315.00						
	R Goddard	315.00			1056	110	315.00	9 tickets Mayor's charity event, 8/3
	Banked: 15/02/2024	222.72						
	South East Business Systems Ltd	222.72		37.12	4024	107	185.60	[Refund in respect of Ubiquiti U6-Pro Wi-Fi access point]
	Banked: 19/02/2024	79.75						
	Sales Recpts Page 2584	79.75	79.75		100			Sales Recpts Page 2584
	Banked: 20/02/2024	35.00						
	L Wilson	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
	Banked: 21/02/2024	500.00						
	Cullen Schofield Ltd	500.00			1056	110	500.00	Sponsor – Mayor's charity event
	Banked: 21/02/2024	175.00						
	Sussex Family Funeral Directors	175.00			1056	110	175.00	5 tickets Mayor's charity event, 8/3
	Banked: 21/02/2024	155.00						
	Paul Masson Funerals Ltd	155.00			1000	201	115.50	Cemetery
					1000	201	39.50	Cemetery
	Banked: 22/02/2024	70.00						
	Receipt by card	70.00			1056	110	70.00	Pippa/ 2 tickets Mayor's event, 8/3
	Banked: 22/02/2024	300.00						
	Haywards Heath Library	300.00			1010	105	300.00	Use of C/Chamber from 5-23/2
	Banked: 26/02/2024	80.75						
	Sales Recpts Page 2585	80.75	80.75		100			Sales Recpts Page 2585
	Banked: 26/02/2024	105.00						
	P Lucraft	105.00			1056	110	105.00	3 tickets Mayor's charity event, 8/3
	Banked: 26/02/2024	650.50						
	Sales Recpts Page 2586	650.50	650.50		100			Sales Recpts Page 2586
	Banked: 27/02/2024	35.00						
	S Cheeseman	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
	Banked: 27/02/2024	87.00						
	Sales Recpts Page 2587	87.00	87.00		100			Sales Recpts Page 2587
	Subtotal Carried Forward:	23,028.30	1,024.00	37.12			20,786.18	

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Haywards Heath Town Council

Cashbook 1

Current/Reserve Account

Receipts received between 01/02/2024 and 29/02/2024

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Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 28/02/2024	35.00						
		A Rees	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
		Banked: 28/02/2024	20.00						
		M Horne	20.00			1056	110	20.00	[Payment for meal at Mayor's charity event, 8/3]
		Banked: 29/02/2024	330.00						
		Sales Recpts Page 2588	330.00	330.00		100			Sales Recpts Page 2588
		Banked: 29/02/2024	70.00						
		G Wilson	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
		Banked: 29/02/2024	676.15						
		NatWest	676.15			1190	110	676.15	Reserve A/c interest Feb-24
		Banked: 29/02/2024	54.00						
		Sales Recpts Page 2589	54.00	54.00		100			Sales Recpts Page 2589
		Banked: 29/02/2024	70.50						
		Sales Recpts Page 2590	70.50	70.50		100			Sales Recpts Page 2590
100950		Banked: 29/02/2024	829.00						
100950		Manual Pay-In	829.00			1000	201	167.00	Cemetery
						1000	201	462.00	Cemetery
						1056	110	200.00	[Donation to Mayor's charity from Foundation Financial Planning]
		Total Receipts:	25,112.95	2,659.50	37.12			22,416.33	

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Haywards Heath Town Council

Cashbook 1

Current/Reserve Account

Receipts received between 01/03/2024 and 31/03/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/03/2024	115.50						
	R A Brooks & Son	115.50			1000	201	115.50	Cemetery
	Banked: 01/03/2024	43.00						
	Sales Recpts Page 2591	43.00	43.00		100			Sales Recpts Page 2591
	Banked: 01/03/2024	115.50						
	N Watts	115.50			1000	201	115.50	Cemetery
	Banked: 01/03/2024	70.00						
	P Stone	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
	Banked: 01/03/2024	1,000.00						
	TaxAssist Accountants	1,000.00			1056	110	1,000.00	Sponsor - Mayor's charity event
	Banked: 01/03/2024	105.00						
	D Pascoe	105.00			1056	110	105.00	3 tickets Mayor's charity event, 8/3
	Banked: 04/03/2024	70.00						
	Sales Recpts Page 2593	70.00	70.00		100			Sales Recpts Page 2593
	Banked: 04/03/2024	70.00						
	D Nicholson	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
	Banked: 05/03/2024	70.00						
	J Isherwood	70.00			1056	110	70.00	2 tickets Mayor's charity event, 8/3
	Banked: 05/03/2024	50.00						
	J Sabin	50.00			1056	110	50.00	Donation to Mayor's charity
	Banked: 05/03/2024	500.00						
	West Sussex County Council	500.00			9029	900	500.00	Contrib. to graffiti removal '23/24
	Banked: 05/03/2024	35.00						
	A Sturgeon	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
	Banked: 06/03/2024	129.00						
	Sales Recpts Page 2594	129.00	129.00		100			Sales Recpts Page 2594
	Banked: 06/03/2024	36.00						
	Sales Recpts Page 2595	36.00	36.00		100			Sales Recpts Page 2595
	Banked: 06/03/2024	174.00						
	Sales Recpts Page 2596	174.00	174.00		100			Sales Recpts Page 2596
	Banked: 06/03/2024	20.00						
	P & L Westbury	20.00			1056	110	20.00	[Payment for meal at Mayor's charity event, 8/3]
	Banked: 06/03/2024	35.00						
	R Jackson	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
	Banked: 07/03/2024	35.00						
	A-M Cooke	35.00			1056	110	35.00	Ticket for Mayor's charity event, 8/3
	Subtotal Carried Forward:	2,673.00	452.00	0.00			2,221.00	

Current/Reserve Account

Receipts received between 01/03/2024 and 31/03/2024

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 07/03/2024	105.00						
		Mantra Magazines Ltd	105.00			1056	110	105.00	3 tickets Mayor's charity event, 8/3
		Banked: 08/03/2024	20.00						
		B Thring	20.00			1056	110	20.00	[Payment for meal at Mayor's charity event, 8/3]
		Banked: 08/03/2024	20.00						
		C Booth	20.00			1056	110	20.00	[Payment for meal at Mayor's charity event, 8/3]
		Banked: 11/03/2024	378.00						
		Sales Recpts Page 2597	378.00	378.00		100			Sales Recpts Page 2597
		Banked: 11/03/2024	130.00						
Silent Auction		S Cheeseman	130.00			1056	110	130.00	Mayor's charity event, 8/3
		Banked: 12/03/2024	105.00						
		M Oliver	105.00			1056	110	105.00	3 tickets Mayor's charity event, 8/3
		Banked: 13/03/2024	70.00						
		Receipts by card	70.00			1056	110	35.00	D Nicholson/ ticket Mayor's event
						1056	110	35.00	S Harris/ donation Mayor's charity
		Banked: 14/03/2024	115.50						
		R A Brooks & Son	115.50			1000	201	115.50	Cemetery
		Banked: 15/03/2024	72.50						
		Sales Recpts Page 2598	72.50	72.50		100			Sales Recpts Page 2598
		Banked: 15/03/2024	43.00						
		Sales Recpts Page 2599	43.00	43.00		100			Sales Recpts Page 2599
		Banked: 18/03/2024	7.25						
		Sales Recpts Page 2600	7.25	7.25		100			Sales Recpts Page 2600
		Banked: 19/03/2024	60.00						
Silent Auction		P Lucraft	60.00			1056	110	60.00	Mayor's charity event, 8/3
		Banked: 19/03/2024	670.00						
		Masters & Son Funeral Directors	670.00			1000	201	670.00	Cemetery
		Banked: 21/03/2024	95.00						
Silent Auction		P Sutton	95.00			1056	110	95.00	Mayor's charity event, 8/3
		Banked: 22/03/2024	750.00						
Silent Auction		R Goddard	750.00			1056	110	750.00	Mayor's charity event, 8/3
		Banked: 25/03/2024	390.50						
		Receipts by card	390.50			1056	110	35.00	H Hewett/ ticket for Mayor's event
						1000	201	355.50	Rap – cemetery
		Banked: 26/03/2024	436.25						
		Sales Recpts Page 2601	436.25	436.25		100			Sales Recpts Page 2601
		Subtotal Carried Forward:	6,141.00	937.00	0.00			4,752.00	

Current/Reserve Account

Receipts received between 01/03/2024 and 31/03/2024

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 26/03/2024	100.00						
Silent Auction		S Inglesfield	100.00			1056	110	100.00	Mayor's charity event, 8/3
100952		Banked: 26/03/2024	1,199.00						
100952		Manual Pay-In	1,199.00			1056	110	1,199.00	Proceeds Mayor's charity event
		Banked: 28/03/2024	280.50						
		Sales Recpts Page 2602	280.50	280.50		100			Sales Recpts Page 2602
		Banked: 28/03/2024	409.36						
		NatWest	409.36			1190	110	409.36	Reserve A/c interest Mar-24
		Banked: 28/03/2024	43.00						
		Sales Recpts Page 2603	43.00	43.00		100			Sales Recpts Page 2603
		Banked: 28/03/2024	36.00						
		Sales Recpts Page 2604	36.00	36.00		100			Sales Recpts Page 2604
		Banked: 31/03/2024	21.75						
		Sales Recpts Page 2592	21.75	21.75		100			Sales Recpts Page 2592
		Total Receipts:	8,230.61	1,770.25	0.00			6,460.36	

CCLA Public Sector Deposit Fund

Receipts received between 01/10/2023 and 31/03/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 09/10/2023	25,000.00						
TFR1	Current/Reserve Account	25,000.00			200		25,000.00	Opening deposit to CCLA
	Banked: 01/11/2023	82.36						
	CCLA Investment Management	82.36			1190	110	82.36	Income reinvestment
	Banked: 22/11/2023	25,000.00						
TFR2	Current/Reserve Account	25,000.00			200		25,000.00	Inter-account transfer
	Banked: 01/12/2023	25,000.00						
TFR3	Current/Reserve Account	25,000.00			200		25,000.00	Inter-account transfer
	Banked: 06/12/2023	25,000.00						
TFR4	Current/Reserve Account	25,000.00			200		25,000.00	Inter-account transfer
	Banked: 31/12/2023	148.40						
	CCLA Investment Management	148.40			1190	110	148.40	Income reinvestment
	Banked: 18/01/2024	28,000.00						
TFR5	Current/Reserve Account	28,000.00			200		28,000.00	Inter-account transfer
	Banked: 23/01/2024	27,000.00						
TFR6	Current/Reserve Account	27,000.00			200		27,000.00	Inter-account transfer
	Banked: 29/01/2024	26,000.00						
TFR7	Current/Reserve Account	26,000.00			200		26,000.00	Inter-account transfer
	Banked: 30/01/2024	25,000.00						
TFR8	Current/Reserve Account	25,000.00			200		25,000.00	Inter-account transfer
	Banked: 31/01/2024	430.59						
	CCLA Investment Management	430.59			1190	110	430.59	Income reinvestment
	Banked: 16/02/2024	29,500.00						
TFR9	Current/Reserve Account	29,500.00			200		29,500.00	Inter-account transfer
	Banked: 20/02/2024	29,250.00						
TFR10	Current/Reserve Account	29,250.00			200		29,250.00	Inter-account transfer
	Banked: 29/02/2024	560.78						
	CCLA Investment Management	560.78			1190	110	560.78	Income reinvestment
	Banked: 01/03/2024	28,500.00						
TFR11	Current/Reserve Account	28,500.00			200		28,500.00	Inter-account transfer
	Banked: 06/03/2024	28,750.00						
TFR12	Current/Reserve Account	28,750.00			200		28,750.00	Inter-account transfer
	Banked: 12/03/2024	29,999.00						
TFR13	Current/Reserve Account	29,999.00			200		29,999.00	Inter-account transfer
	Subtotal Carried Forward:	353,221.13	0.00	0.00			353,221.13	

Haywards Heath Town Council
Cashbook 2
CCLA Public Sector Deposit Fund
Receipts received between 01/10/2023 and 31/03/2024

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Banked: 13/03/2024	29,998.00						
TFR14		Current/Reserve Account	29,998.00			200		29,998.00	Inter-account transfer
		Banked: 15/03/2024	29,997.00						
TFR15		Current/Reserve Account	29,997.00			200		29,997.00	Inter-account transfer
		Banked: 18/03/2024	29,996.00						
TFR16		Current/Reserve Account	29,996.00			200		29,996.00	Inter-account transfer
		Banked: 19/03/2024	29,010.00						
TFR17		Current/Reserve Account	29,010.00			200		29,010.00	Inter-account transfer
		Banked: 20/03/2024	29,000.00						
TFR18		Current/Reserve Account	29,000.00			200		29,000.00	Inter-account transfer
		Banked: 31/03/2024	965.22						
		CCLA Investment Management	965.22			1190	110	965.22	Income reinvestment
		Total Receipts:	502,187.35	0.00	0.00			502,187.35	

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

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2024	MSDC	DDR	461.00		Non-domestic rates -- depot
01/01/2024	MSDC	DDR	354.00		Non-domestic-rates -- cemetery
01/01/2024	MSDC	DDR	3,593.00		Non-domestic-rates -- Town Hall
02/01/2024	South East Business Systems Ltd	DDR	42.60		Data encryption service (monthly)
02/01/2024	South East Business Systems Ltd	DDR	64.58		Remote data & system back-up (monthly)
02/01/2024	South East Business Systems Ltd	DDR	241.02		IT system rental (monthly)
02/01/2024	South East Business Systems Ltd	DDR	222.72		Ubiquiti U6-Pro Wi-Fi access point
03/01/2024	Valda Energy Ltd	DDR	1,559.05		Electricity & gas charges 16/12--15/1/24
03/01/2024	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/12/23--27/1/24
04/01/2024	Blachere Illumination UK Ltd	EBP4221	2,923.80		Final payt for festive lighting display '23/24
04/01/2024	Trustees RNS Clarke Will Trust	EBP4222	1,132.30		Depot rent Jan-24
10/01/2024	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Jan-24
15/01/2024	NatWest	DDR	19.20		Bankline charges Dec-23
15/01/2024	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Jan-24
16/01/2024	Sage Software Ltd	DDR	152.40		Payroll subscription Jan-24
16/01/2024	Castle Water Ltd	DDR	34.59		Water bill 1--31/12/23 -- Summerhill Ln allotments
16/01/2024	Vision ICT Ltd	EBP4223	78.00		Biennial fee for '.gov.uk' domain renewal
16/01/2024	StarBrite Chemicals Ltd	EBP4224	378.37		Cleaning supplies, hand towels, sacks & toilet rolls
16/01/2024	Contego Safety Solutions	EBP4225	344.81		Groundsmen: 4x trousers; 5x hi vis hoodies/jacket
16/01/2024	MSDC	EBP4226	626.75		Ground rent 1/1--31/3/24
16/01/2024	Cameron Irrigation Systems Ltd	EBP4227	175.14		Winter decommissioning of irrigation system
16/01/2024	KPS Contractors Ltd	EBP4228	1,298.09		Burials Dec-23
16/01/2024	Cox Skips	EBP4229	358.80		6yd³ skip to dispose of sundry waste
16/01/2024	Amadeus	EBP4230	785.33		BenQ MW632ST projector
17/01/2024	NatWest onecard	DDR	2,747.48		HHTC credit card transactions Dec-23
18/01/2024	CCLA Public Sector Deposit Fund	TFR5	28,000.00		Deposit #5 (balance = £128,000.00)
18/01/2024	KPS Contractors Ltd	EBP4231	594.00		To supply & plant birch tree -- Fairfield Way
19/01/2024	SSE Electricity	DDR	461.27		Street lighting energy Nov-23
19/01/2024	Worldpay	DDR	55.74		Terminal rental, misc. & txn chgs Jan-24
22/01/2024	Age UK West Sussex	EBP4232	250.00		Grant (Min. 57a, P & F 15/1/24)
22/01/2024	Bentswood Hub CIC	EBP4235	1,000.00		Grant (Min. 57b, P & F 15/1/24)
22/01/2024	Haywards Heath Lions Club CIO	EBP4234	500.00		Grant (Min. 57c, P & F 15/1/24)
22/01/2024	Sx Assoc. for Spina Bifida & Hydrocephalus	EBP4233	350.00		Grant (Min. 57g, P & F 15/1/24)
22/01/2024	Vodafone Ltd	DDR	55.80		Mobile phone bill Jan-24
22/01/2024	Castle Water Ltd	DDR	8.27		Water bill 1--31/12/23 -- cemetery
23/01/2024	CCLA Public Sector Deposit Fund	TFR6	27,000.00		Deposit #6 (balance = £155,000.00)
23/01/2024	Castle Water Ltd	DDR	5.99		Water bill 1--31/12/23 -- Comm. Sq roundabout
24/01/2024	Allstar Business Solutions	DDR	114.76		Fuel
24/01/2024	Lock Assist Ltd	EBP4236	60.00		2 padlocks for America Lane allotment site
24/01/2024	Storewatch.co.uk Ltd	EBP4237	1,443.72		Community Warden service 1--31/12/23
24/01/2024	South East Business Systems Ltd	EBP4238	2,289.60		2x Lenovo ThinkPad E16 laptops & 1x 24" monitor
24/01/2024	South East Business Systems Ltd	EBP4238A	326.04		To top up hours under IT support Agreement
24/01/2024	Trustees RNS Clarke Will Trust	EBP4239	1,132.30		Depot rent Feb-24
24/01/2024	Streetlights	EBP4240	1,793.04		Street lighting maint. contract Jan--Mar '24
24/01/2024	SOS Systems Ltd	EBP4241	113.88		Black & colour copy chgs 4/12/23--4/1/24
24/01/2024	PEAC (UK) Ltd	EBP4242	219.60		Photocopier rental 12/2--11/5/24
24/01/2024	Jewson Ltd	EBP4243	135.65		Various supplies for grounds maint. works

Continued on Page 2

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

Date Paid	Payer Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/01/2024	Balcombe Pest Control Ltd	EBP4244	98.40		Inspection of bait points at Oathall Ave allotments
24/01/2024	Rod Gaskin Ltd	EBP4245	481.87		To service Kubota ride-on mower
24/01/2024	Beacon Fencing Ltd	EBP4246	198.12		Timber supplies, screws & 8x 'Postfix' concrete
24/01/2024	Mulberry & Co.	EBP4247	240.00		New Clerks training programme for staff member
24/01/2024	South East Business Systems Ltd	EBP4238B	222.72		Ubiquiti U6-Pro Wi-Fi access point (refund Feb-24)
25/01/2024	Window Wizard/ J Archer	EBP4248	135.00		To clean windows & clear gutters
26/01/2024	Scottish Water Business Stream	DDR	117.47		Waste water chgs 12/10/23-11/01/24 - Town Hall
26/01/2024	Salaries & expenses	BULK LIST PAYT	24,038.44		Jan-24
29/01/2024	CCLA Public Sector Deposit Fund	TFR7	26,000.00		Deposit #7 (balance = £181,000.00)
29/01/2024	Castle Water Ltd	EBP4249	37.90		Water bill 1-31/12/23 - Town Hall
29/01/2024	Castle Water Ltd	EBP4250	55.94		Water bill 1-31/12/23 - Oathall Avenue allotments
29/01/2024	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Jan-24
29/01/2024	Focus Group	DDR	72.30		[Line rentals & calls Jan-24 less refund for 3 months' dark web monitoring service]
30/01/2024	CCLA Public Sector Deposit Fund	TFR8	25,000.00		Deposit #8 (balance = £206,000.00)
31/01/2024	Allstar Business Solutions	DDR	156.94		Fuel
31/01/2024	NatWest	DDR	15.05		Account service charge 2-29/12/23
31/01/2024	South East Business Systems Ltd	DDR	44.76		Data encryption service (monthly)
31/01/2024	South East Business Systems Ltd	DDR	67.81		Remote data & system back-up (monthly)
31/01/2024	South East Business Systems Ltd	DDR	253.07		IT system rental (monthly)
31/01/2024	South East Business Systems Ltd	DDR	31.13		2x M/soft 365 Business Standard (monthly)
		Total Payments	161,290.11		

List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2024	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/1-27/2/24
05/02/2024	HMRC Cumbernauld	EBP4252	7,407.58		Tax & NI Jan-24
05/02/2024	Valda Energy Ltd	DDR	926.01		Electricity & gas charges 16/1-15/2/24
05/02/2024	Lemonade Print Group Ltd	EBP4251	1,628.00		13,100 Spring '24 Newsletters & 150 bus. cards
05/02/2024	Streelights	EBP4253	420.00		Oakhurst - to update street light lantern to LED
05/02/2024	West Sussex County Council	EBP4254	5,680.46		Pension contributions Jan-24
05/02/2024	F Goddard & Sons Ltd	EBP4255	107.52		A/Lane allotments: pipework repairs to (WC) basin
06/02/2024	Scottish Water Business Stream	DDR	24.50		Waste water chgs 20/10/23-19/1/24 - cemetery
12/02/2024	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Feb-24
13/02/2024	Mid Sussex Family Grapevine	EBP4260	370.00		½-page advert for '24/25 Council events
13/02/2024	Beacon Fencing Ltd	EBP4256	268.20		Various timber supplies for grounds maint. works
13/02/2024	Ernest Doe & Sons Ltd	EBP4257	385.10		Grounds maint. equipment, supplies & servicing
13/02/2024	Pear Technology Services Ltd	EBP4258	288.00		1 year's digital mapping support
13/02/2024	Jewson Ltd	EBP4259	120.40		Silicone sealant; 100 polythene rubble bags
13/02/2024	Cox Skips	EBP4261	330.00		8yd³ skip to dispose of green waste
13/02/2024	SOS Systems Ltd	EBP4262	97.75		Black & colour copy chgs 4/1-5/2/24
13/02/2024	Amadeus	EBP4263	50.68		Various office supplies
13/02/2024	J Salisbury Tree Surgery	EBP4264	780.00		Crown reduction of tree at Jubilee Gardens
14/02/2024	Allstar Business Solutions	DDR	120.90		Fuel
14/02/2024	Mrs S Inglesfield	EBP4266	559.50		2 nd ½-year Mayor's Allowance
14/02/2024	St. Wilfrid's PCC	EBP4265	200.00		Clock maintenance grant
15/02/2024	NatWest	DDR	19.60		Bankline charges Jan-24
15/02/2024	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Feb-24
16/02/2024	CCLA Public Sector Deposit Fund	TFR9	29,500.00		Deposit #9 (balance = £235,500.00)
16/02/2024	Sage Software Ltd	DDR	152.40		Payroll subscription Feb-24
16/02/2024	Castle Water Ltd	DDR	51.58		Water bill 1-31/1/24 - Summerhill Ln allotments
16/02/2024	Castle Water Ltd	DDR	8.27		Water bill 1-31/1/24 - cemetery
19/02/2024	NatWest onecard	DDR	1,237.31		HHTC credit card transactions Jan-24
20/02/2024	CCLA Public Sector Deposit Fund	TFR10	29,250.00		Deposit #10 (balance = £264,750.00)
20/02/2024	Castle Water Ltd	DDR	5.99		Water bill 1-31/1/24 - Comm. Sq roundabout
20/02/2024	Castle Water Ltd	DDR	37.45		Water bill 1-31/1/24 - America Lane allotments
20/02/2024	Worldpay	DDR	55.85		Terminal rental, misc. & txn chgs Feb-24
21/02/2024	Vodafone Ltd	DDR	55.80		Mobile phone bill Feb-24
21/02/2024	Paul Masson Funerals Ltd	EBP4273	39.50		Refund of overpayment for cemetery fee
27/02/2024	SSE Electricity	DDR	476.67		Street lighting energy Dec-23
28/02/2024	Salaries & expenses	BULK LIST PAYT	24,018.97		Feb-24
28/02/2024	Allstar Business Solutions	DDR	113.35		Fuel
28/02/2024	Mrs K Wallis	EBP4267	15.98		Reimbursement for office supplies
28/02/2024	Fastnet International Ltd	DDR	75.59		Broadband Internet & website hosting Feb-24
29/02/2024	NatWest	DDR	24.69		Account service charge 30/12/23-2/2/24
29/02/2024	HMRC Cumbernauld	EBP4274	7,166.25		Tax & NI Feb-24
29/02/2024	Island Inflatables	EBP4270	400.00		Hire of games for Mayor's charity event, 8/3
29/02/2024	West Sussex County Council	EBP4277	5,809.11		Pension contributions Feb-24
29/02/2024	Mantra Magazines Ltd	EBP4268	1,152.00		Distribution of Spring '24 Newsletter
29/02/2024	Carbon Footprint Ltd	EBP4269	2,400.00		Yr's licencing & maint. of Carbon Calculator Tools
29/02/2024	J J Glass Company	EBP4271	163.80		2 sheets of perspex for bus shelter (at PRH)
29/02/2024	Balcombe Pest Control Ltd	EBP4272	98.40		Inspection of bait points at Oathall Ave allotments
29/02/2024	Focus Group	DDR	96.97		Line rentals & calls Feb-24

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Date: 10/06/2024

Haywards Heath Town Council

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Time: 15:00

Current/Reserve Account

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/02/2024	Dulux Decorator Centre	DDR	89.72		Supplies for renovating Council-owned signs
29/02/2024	Ernest Doe & Sons Ltd	EBP4275	3,966.55		Grounds maint. equipment, parts & supplies
29/02/2024	Cox Skips	EBP4276	358.80		6yd ³ skip to dispose of sundry waste
29/02/2024	Main Street Signs Ltd	EBP4279	222.36		2 street nameplates
29/02/2024	MSDC	EBP4278	1,095.12		2023/24 collection service chg for 5 dog bins
		Total Payments	128,367.59		

List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2024	Mrs M Parry	EBP4278B	1,440.00		To purchase back burial plot
01/03/2024	CCLA Public Sector Deposit Fund	TFR11	28,500.00		Deposit #11 (balance = £293,250.00)
04/03/2024	Coughtreys Catering	EBP4283	1,704.00		Balance for catering for Mayor's charity event, 8/3
04/03/2024	Stephen Barnes	EBP4279A	550.00		Hot Damn – band for Mayor's charity event, 8/3
04/03/2024	Adam Smith	EBP4280	225.00		Magician for Mayor's charity event, 8/3
04/03/2024	RAM Tracking	DDR	18.00		Vehicle tracking (x 2) 28/2–27/3/24
04/03/2024	SSE Electricity	DDR	476.67		Street lighting energy Jan-24
04/03/2024	Online Tank Store Ltd	EBP4281	5,664.00		1,125L water bowser, + chevron board & beacons
04/03/2024	South East Business Systems Ltd	DDR	44.76		Data encryption service (monthly)
04/03/2024	South East Business Systems Ltd	DDR	47.91		M/soft 365: 2x Bus. Basic + 2x Bus. Std (monthly)
04/03/2024	South East Business Systems Ltd	DDR	67.81		Remote data & system back-up (monthly)
04/03/2024	South East Business Systems Ltd	DDR	253.07		IT system rental (monthly)
04/03/2024	South East Business Systems Ltd	DDR	284.80		Remote support for quarter Mar–May '24
05/03/2024	Vaia Energy Ltd	DDR	1,367.09		Electricity & gas charges 16/2–15/3/24
06/03/2024	CCLA Public Sector Deposit Fund	TFR12	28,750.00		Deposit #12 (balance = £322,000.00)
07/03/2024	Trustees RNS Clarke Will Trust	EBP4284	1,132.30		Depot rent Mar-24
11/03/2024	Mercedes-Benz Finance	DDR	411.91		Lease repayment instalment for e-van Mar-24
12/03/2024	CCLA Public Sector Deposit Fund	TFR13	29,999.00		Deposit #13 (balance = £351,999.00)
13/03/2024	Allstar Business Solutions	DDR	42.32		Fuel
13/03/2024	CCLA Public Sector Deposit Fund	TFR14	29,998.00		Deposit #14 (balance = £381,997.00)
14/03/2024	Haywards Heath Business Assoc. Ltd	EBP4286	144.00		Annual subscription
14/03/2024	RentaDinosaur Ltd	EBP4288	903.60		Deposit for 'RentaDinosaur' – Town Day, 14/9/24
14/03/2024	David French Photography	EBP4289	143.75		Dep. for photography services for Town Day, 14/9
14/03/2024	Npower Business Solutions	EBP4292	309.19		Electricity bill for festive lighting 2023/24
14/03/2024	Ensemble Reza	EBP4295	312.50		Ward Budget payt towards community music club
14/03/2024	Streetlights	EBP4285	2,664.60		Pruning works around st lights, + 4x repairs
14/03/2024	B & B Trailers	EBP4287	3,540.00		Bateson BT2 trailer, complete with ramp
14/03/2024	SOS Systems Ltd	EBP4290	111.50		Black & colour copy chgs 5/2–4/3/24
14/03/2024	Beacon Fencing Ltd	EBP4291	217.50		Various timber supplies for grounds maint. works
14/03/2024	Britton Price LOLERS Ltd	EBP4293	144.00		Town Hall lift – 6-month LOLER* inspection
14/03/2024	Jewson Ltd	EBP4294	235.58		Hire of plate compactor, + grounds maint. supplies
14/03/2024	Lock Assist Ltd	EBP4296	19.95		Padlock for depot
15/03/2024	NatWest	DDR	18.40		Bankline charges Feb-24
15/03/2024	CCLA Public Sector Deposit Fund	TFR15	29,997.00		Deposit #15 (balance = £411,994.00)
15/03/2024	Mercedes-Benz Vans	DDR	15.00		Service contract charge for e-van Mar-24
18/03/2024	CCLA Public Sector Deposit Fund	TFR16	29,996.00		Deposit #16 (balance = £441,990.00)
18/03/2024	Sage Software Ltd	DDR	152.40		Payroll subscription Mar-24
18/03/2024	Castle Water Ltd	DDR	37.51		Water bill 1–29/2/24 – America Lane allotments
18/03/2024	NatWest onecard	DDR	3,188.27		HHTC credit card transactions Feb-24
19/03/2024	CCLA Public Sector Deposit Fund	TFR17	29,010.00		Deposit #17 (balance = £471,000.00)
19/03/2024	Castle Water Ltd	DDR	5.60		Water bill 1–29/2/24 – Comm. Sq roundabout
19/03/2024	Worldpay	DDR	66.63		Terminal rental, misc. & txn chgs Mar-24
19/03/2024	Castle Water Ltd	DDR	5.60		Water bill 1–29/2/24 – cemetery
19/03/2024	Vodafone Ltd	DDR	55.80		Mobile phone bill Mar-24
19/03/2024	SOS Systems Ltd	EBP4297	11.82		Delivery charge for 2 printer toners
20/03/2024	CCLA Public Sector Deposit Fund	TFR18	29,000.00		Deposit #18 (balance = £500,000.00)
21/03/2024	Mr A Sturgeon	EBP4301	568.94		To reimburse exps for Mayor's charity event, 8/3

*LOLER = Lifting Operations & Lifting
Equipment Regulations

Continued on Page 2

List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/03/2024	Mr A Stempt	EBP4298	39.71		Reimbursement of grounds maint. expenses
21/03/2024	PHS Group plc	DDR	1,327.34		Contract for dust mats & sanitary disposal
21/03/2024	SLCC Enterprises Ltd	EBP4299	84.00		Social Media course for staff member, 11/3
21/03/2024	Arthur J Gallagher Insurance Brokers	EBP4300	8,070.52		Local Council insurance 2024/25
22/03/2024	Hurst Education Trust Ltd	EBP4306	475.00		Books for Bolnore Village School library
22/03/2024	Haywards Heath Tennis Club	EBP4305	500.00		Grant (Min. 74a, P & F 18/3/24)
22/03/2024	St. Catherine's Hospice Ltd	EBP4307	750.00		Grant (Min. 74b, P & F 18/3/24)
22/03/2024	St. Peter & St. James Charitable Trust	EBP4304	500.00		Grant (Min. 74c, P & F 18/3/24)
22/03/2024	Sussex Chorus	EBP4303	500.00		Grant (Min. 74d, P & F 18/3/24)
22/03/2024	KPS Contractors Ltd	EBP4302	749.47		Burials Feb-24
25/03/2024	Arthur J Gallagher Insurance Brokers	EBP4308	81.84		Motor insurance for new truck 21-31/3/24
25/03/2024	Grape & Grain	EBP4309	221.70		Wine & beer for Mayor's charity event, 8/3
25/03/2024	SOS Systems Ltd	EBP4310	11.82		Delivery charge for printer toner
25/03/2024	Ernest Doe & Sons Ltd	EBP4312	309.99		Grounds maint. equipment, parts & supplies
26/03/2024	Window Wizard/ J Archer	EBP4314	25.00		Town Hall window cleaner
26/03/2024	Hendy Group Ltd	EBP4317	300.00		Set of seat covers for new Ford Transit truck
26/03/2024	Sentinel Laboratories Ltd	EBP4313	403.20		3,120 disposable nitrile gloves
26/03/2024	C J Thorne & Co Ltd	EBP4315	5,782.80		50% payt for clearance of bank at allotment site
26/03/2024	IPS Fire & Security	EBP4316	416.40		T/Hall CCTV system: replace digital video recorder
27/03/2024	C Trice	EBP4318	168.00		Admin work Jan-Mar '24
27/03/2024	Castle Water Ltd	EBP4320	37.51		Water bill 1-29/2/24 - Town Hall
27/03/2024	Mrs K Wallis	EBP4323	8.10		Mileage expenses
27/03/2024	HMRC Cumbernauld	EBP4325	7,737.80		Tax & NI Mar-24
27/03/2024	SLCC Enterprises Ltd	EBP4319	932.00		Fees for Clerk to attend 2 conferences
27/03/2024	Britton Price Lifts Ltd	EBP4322	164.63		Call-out 14/2/24 to attend to lift breakdown
27/03/2024	Arthur J Gallagher Insurance Brokers	EBP4324	2,966.67		Motor insurance 2024/25
27/03/2024	Contego Safety Solutions	EBP4326	128.87		Groundsmen: hi vis jacket & 2x trousers
27/03/2024	West Sussex County Council	EBP4321	5,791.52		Pension contributions Mar-24
28/03/2024	Salaries	BULK LIST PAYT	22,696.54		Mar-24
28/03/2024	Members' Allowances	BULK LIST PAYT	7,545.32		2 nd ½-year payment
28/03/2024	NatWest	DDR	22.75		Account service charge 3/2-1/3/24
28/03/2024	Fastnet International Ltd	DDR	75.59		Broadband internet & website hosting Mar-24
28/03/2024	Focus Group	DDR	105.48		Line rentals & calls Mar-24
25/03/2024	Mr D Beard	EBP4311	25.00		Reimbursement for 2 dummy cameras
28/03/2024	Dulux Decorator Centre	DDR	105.47		Supplies for renovating Council-owned signs
		Total Payments	330,911.82		

Detailed Income & Expenditure by Budget Heading year to 31 MARCH 2024

Month No: 12

Policy & Finance Committee - Monday, 24 June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Grounds Maintenance						
4000 Salaries & National Insurance	129,006	137,309	8,303		8,303	94.0%
4001 Pension	30,720	33,831	3,111		3,111	90.8%
4500 Clothing & Footwear	1,095	1,120	25		25	97.7%
4510 Depot Rent	11,323	11,323	(0)		(0)	100.0%
4511 Depot Rates	4,611	4,611	0		0	100.0%
4512 Other Depot Expenses	5,185	5,500	315		315	94.3%
4517 Electric Vehicle	4,673	0	(4,673)		(4,673)	0.0%
4520 Vehicle Expenses	2,447	10,900	8,453		8,453	22.4%
4521 Fuel	2,733	4,200	1,467		1,467	65.1%
4530 Equipment Expenses	3,757	4,924	1,167		1,167	76.3%
4540 Mobile Telephones	592	550	(42)		(42)	107.7%
4550 Contingencies & Sundries	157	325	168		168	48.3%
Grounds Maintenance :- Indirect Expenditure	196,298	214,593	18,295	0	18,295	91.5%
Net Expenditure	(196,298)	(214,593)	(18,295)			
105 Accommodation						
1010 Income - Lettings	30,545	22,362	(8,183)			136.6%
Accommodation :- Income	30,545	22,362	(8,183)			136.6%
4000 Salaries & National Insurance	15,614	19,682	4,068		4,068	79.3%
4001 Pension	122	2,864	2,742		2,742	4.3%
4100 Rent	2,507	2,507	0		0	100.0%
4101 Rates, Water & Sewerage	36,912	37,300	388		388	99.0%
4104 Clothing & Footwear	25	0	(25)		(25)	0.0%
4105 Cleaning	579	600	21		21	96.5%
4160 Maintenance Building & Grounds	5,431	5,750	319		319	94.4%
4165 Cyclical Redecoration	1,250	1,250	0		0	100.0%
4170 Electricity	5,297	8,700	3,403		3,403	60.9%
4171 Gas	8,851	8,700	(151)		(151)	101.7%
4172 Telephone, Fax & Internet	2,022	2,036	14		14	99.3%
4180 COVID-19 Contingency	762	750	(12)		(12)	101.6%
Accommodation :- Indirect Expenditure	79,373	90,139	10,766	0	10,766	88.1%
Net Income over Expenditure	(48,828)	(67,777)	(18,949)			
107 Office & Customer Service						
1176 Precept	768,024	768,024	0			100.0%
Office & Customer Service :- Income	768,024	768,024	0			100.0%
4000 Salaries & National Insurance	213,091	202,250	(10,841)		(10,841)	105.4%

Detailed Income & Expenditure by Budget Heading year to 31 MARCH 2024

Month No: 12

Policy & Finance Committee - Monday, 24 June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Pension	36,832	50,750	13,918		13,918	72.6%
4005 Travelling Expenses	1,463	1,000	(463)		(463)	146.3%
4009 Staff Training	2,500	2,500	0		0	100.0%
4020 Printing & Stationery	2,827	3,365	538		538	84.0%
4021 Postage	204	275	71		71	74.2%
4022 Advertising	0	2,000	2,000		2,000	0.0%
4024 Office Equipment Maintenance	4,093	5,625	1,532		1,532	72.8%
4025 Insurances	11,325	11,325	0		0	100.0%
4027 Courses, Conferences & Pubs.	2,911	3,500	589		589	83.2%
4030 Subscriptions	11,415	11,866	451		451	96.2%
4050 Audit Fees	2,006	2,200	194		194	91.2%
4060 Replacement Fixtures/Fittings	3,750	3,750	0		0	100.0%
Office & Customer Service :- Indirect Expenditure	292,416	300,406	7,990	0	7,990	97.3%
Net Income over Expenditure	475,608	467,618	(7,990)			
110 Other Expenditure						
1050 Income - Other	7,751	7,534	(217)			102.9%
1190 Interest Earned	12,606	4,500	(8,106)			280.1%
Other Expenditure :- Income	20,357	12,034	(8,323)			169.2%
4200 Hospitality	805	1,250	445		445	64.4%
4201 Grants & Subsidies	12,189	8,500	(3,689)		(3,689)	143.4%
4210 Newsletters	6,578	6,700	122		122	98.2%
4220 Election Expenses	7,500	7,500	0		0	100.0%
4230 Contingencies & Sundries	765	1,025	260		260	74.6%
4235 Bank Charges	1,201	1,315	114		114	91.4%
4240 Mayor's Allowance	1,119	1,119	0		0	100.0%
4242 Members' Allowances	17,689	18,752	1,063		1,063	94.3%
4250 Community Facilities	1,780	1,780	0		0	100.0%
4252 Community Warden	21,500	21,500	0		0	100.0%
4260 Loan Capital Repayment	6,000	6,000	0		0	100.0%
4261 Loan Interest	2,886	2,886	0		0	100.0%
4280 Advisers' Fees	9,750	9,750	0		0	100.0%
Other Expenditure :- Indirect Expenditure	89,762	88,077	(1,685)	0	(1,685)	101.9%
Net Income over Expenditure	(69,405)	(76,043)	(6,638)			
115 Ward Budgets						
4395 Ashenground	2,125	2,000	(125)		(125)	106.3%
4396 Bentswood & Heath E & W	2,750	2,000	(750)		(750)	137.5%

Detailed Income & Expenditure by Budget Heading year to 31 MARCH 2024

Month No: 12

Policy & Finance Committee - Monday, 24 June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4397 Franklands	2,438	2,000	(438)		(438)	121.9%
4398 North Central NE & NW	2,438	2,000	(438)		(438)	121.9%
4399 Lucastes Bolnore & Luc. Boltro	2,750	2,000	(750)		(750)	137.5%
Ward Budgets :- Indirect Expenditure	12,500	10,000	(2,500)	0	(2,500)	125.0%
Net Expenditure	(12,500)	(10,000)	2,500			
120 CAPITAL						
4600 CAPITAL	10,000	10,000	0		0	100.0%
CAPITAL :- Indirect Expenditure	10,000	10,000	0	0	0	100.0%
Net Expenditure	(10,000)	(10,000)	0			
201 Environment						
1000 Income - Cemetery	41,658	31,000	(10,658)			134.4%
1020 Income - Allotments	4,015	4,311	296			93.1%
1030 Income - Sponsorship	7,250	7,250	0			100.0%
Environment :- Income	52,923	42,561	(10,362)			124.3%
4300 Allotments	12,176	11,275	(901)		(901)	108.0%
4301 Cemetery	6,456	7,050	594		594	91.6%
4303 Hanging Baskets & Planters	3,475	3,410	(65)		(65)	101.9%
4305 Muster Green/Other Flower Beds	12,326	17,220	4,894		4,894	71.6%
4307 St. Wilfrid's Clock	200	200	0		0	100.0%
4313 General Maintenance/Repairs	3,067	4,838	1,771		1,771	63.4%
4315 Street Lighting Power & Maint.	14,510	14,350	(160)		(160)	101.1%
4316 Street Lighting Schemes	2,500	2,500	0		0	100.0%
4351 Cemetery - External Contract	13,926	15,762	1,836		1,836	88.4%
4353 Town Initiatives	6,175	5,500	(675)		(675)	112.3%
4355 South Road Tree Project	2,000	2,000	0		0	100.0%
4363 Environmental Projects	2,000	0	(2,000)		(2,000)	0.0%
4390 Severe Weather Contingency	300	300	0		0	100.0%
Environment :- Indirect Expenditure	79,112	84,405	5,293	0	5,293	93.7%
Net Income over Expenditure	(26,190)	(41,844)	(15,654)			
210 Leisure & Amenities						
4400 Best Kept Garden/Allotment	612	925	313		313	66.1%
4405 Christmas Lights	15,470	15,625	155		155	99.0%
4406 Christmas Lights - Maintenance	750	750	0		0	100.0%
4430 Town Council Events	29,000	29,000	0		0	100.0%

12:23

Detailed Income & Expenditure by Budget Heading year to 31 MARCH 2024

Month No: 12

Policy & Finance Committee - Monday, 24 June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4433 Leave No One Behind	1,676	0	(1,676)		(1,676)	0.0%
4440 Haywards Heath in Bloom	886	1,025	139		139	86.4%
Leisure & Amenities :- indirect Expenditure	48,393	47,325	(1,068)	0	(1,068)	102.3%
Net Expenditure	(48,393)	(47,325)	1,068			
<u>900 Reserve Movements</u>						
9002 Cemetery	4,631	28,695	24,064		24,064	16.1%
9004 Street Lighting Schemes	(2,500)	3,058	5,558		5,558	(81.8%)
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	845	4,204	3,359		3,359	20.1%
9013 Town Council Events	(7,640)	7,198	14,838		14,838	(106.1%)
9016 Cyclical Redecoration	(1,110)	8,134	9,244		9,244	(13.7%)
9017 Insurances	(855)	2,187	3,042		3,042	(39.1%)
9018 Staff Training	(555)	3,634	4,189		4,189	(15.3%)
9019 Replacement Fixtures/Fittings	(3,393)	19,482	22,875		22,875	(17.4%)
9022 Election Expenses	21,608	31,116	9,508		9,508	69.4%
9023 Community Facilities	(462)	2,951	3,413		3,413	(15.6%)
9026 CAPITAL	7,846	62,061	54,215		54,215	12.6%
9028 Advisers' Fees	(5,386)	19,205	24,591		24,591	(28.0%)
9029 Graffiti/Street Scene Works	(1,652)	7,615	9,267		9,267	(21.7%)
9030 Severe Weather Contingency	(300)	2,886	3,186		3,186	(10.4%)
9032 Town Initiatives	3,666	3,666	0		0	100.0%
9034 Muster Green	0	11,039	11,039		11,039	0.0%
9036 Haywards Heath Town CIC	(13,981)	3,394	17,375		17,375	(411.9%)
9037 Community Warden	(7,474)	25,271	32,745		32,745	(29.6%)
9038 Roundabout Liabilities	0	2,250	2,250		2,250	0.0%
9039 Maintenance Building & Grounds	0	14,758	14,758		14,758	0.0%
9041 Town Development	0	5,649	5,649		5,649	0.0%
9042 CCTV	5,572	11,894	6,322		6,322	46.8%
9043 Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%
9044 Allotments	5,000	5,000	0		0	100.0%
9055 South Road Trees	(1,003)	6,561	7,564		7,564	(15.3%)
9058 Land Hurstwood Ln - Management	0	30,500	30,500		30,500	0.0%
9059 Speed Indicator Device (SID)	8	252	244		244	3.3%
Reserve Movements :- Indirect Expenditure	2,865	394,580	391,715	0	391,715	0.7%
Net Expenditure	(2,865)	(394,580)	(391,715)			

Detailed Income & Expenditure by Budget Heading year to 31 MARCH 2024

Month No: 12

Policy & Finance Committee - Monday, 24 June 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	871,848	844,981	(26,867)			103.2%
Expenditure	810,720	1,239,525	428,805	0	428,805	65.4%
Net Income over Expenditure	<u>61,128</u>	<u>(394,544)</u>	<u>(455,672)</u>			
Movement to/(from) Gen Reserve	<u>61,128</u>					

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as at 31st March 2024

Please see associated documents;

ITEM 7 - P and F 24/06/24 - FINANCIAL REPORTS PACK – 31st March 2024

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		2,500.00
Reserve Account	31/03/2024		189,027.21
			<u>191,527.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			191,527.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			191,527.21
		Balance per Cash Book is :-	191,527.21
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		502,187.35
			<u>502,187.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			502,187.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			502,187.35
		Balance per Cash Book is :-	502,187.35
		Difference is :-	0.00

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
 TWN CNCLZ27

Debit or credit Current cleared balance [REDACTED]
 Any

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

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			2,500.00
28-Mar-2024	BAC	[REDACTED] INVOICE 10226, FP 28/03/24 1516, RP4659983714151300		43.00	2,543.00
28-Mar-2024	BAC	[REDACTED] ROOM HIRE YOGA, FP 28/03/24 1755, FP24088008317459		36.00	2,579.00
28-Mar-2024	BAC	[REDACTED] TLATES, FP 28/03/24 0701, FP24088007317508		280.50	2,859.50
28-Mar-2024		FROM [REDACTED]		30,191.65	33,051.15
28-Mar-2024	CHG	01MAR A/C [REDACTED]	-22.75		33,028.40
28-Mar-2024	EBP	MEMBERS ALLOWANCES, MEMBER ALLOWANCE, FP //	-7,545.32		25,483.08
28-Mar-2024	EBP	SALARIES, HHTC SALARY, FP //	-22,696.54		2,786.54
28-Mar-2024	D/D	FOCUS GROUP, CC1170A	-105.48		2,681.06
28-Mar-2024	D/D	FASTNET INTERNATIO, HAYWA01DDF	-75.59		2,605.47
28-Mar-2024	D/D	DULUX DECORATOR CE, 1702524	-105.47		2,500.00
		Closing balance			2,500.00
		Totals	-30,551.15	30,551.15	



Transactions from 28-MAR-2024 to 31-MAR-2024

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

Debit or credit Current cleared balance
Any [REDACTED]

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

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

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			218,809.50
28-Mar-2024	INT	28MAR GRS [REDACTED]		409.36	219,218.86
28-Mar-2024		TO [REDACTED]	-30,191.65		189,027.21
		Closing balance			189,027.21
		Totals	-30,191.65	409.36	

Statement of Account

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

5 April 2024

Account name: **HAYWARDS HEATH TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **29/02/2024 to 31/03/2024**

Account summary

Total valuation as at 31 March 2024
Total valuation as at last statement at 29 February 2024

£502,187.35
£265,972.13

Holdings as at 31 March 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	502,187.3500	£1.00	£502,187.35
			Total value
			£502,187.35

Transactions for the period from 29 February 2024 to 31 March 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
01/03/2024	Deposit	28,500.0000	£1.0000	£28,500.00
04/03/2024	Income Reinvestment	965.2200	£1.0000	£965.22
06/03/2024	Deposit	28,750.0000	£1.0000	£28,750.00
12/03/2024	Deposit	29,999.0000	£1.0000	£29,999.00

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/funddocuments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 3103166) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
13/03/2024	Deposit	29,998.0000	£1.0000	£29,998.00
15/03/2024	Deposit	29,997.0000	£1.0000	£29,997.00
18/03/2024	Deposit	29,996.0000	£1.0000	£29,996.00
19/03/2024	Deposit	29,010.0000	£1.0000	£29,010.00
20/03/2024	Deposit	29,000.0000	£1.0000	£29,000.00

The average Fund yield for this period was 5.23% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2024	04/03/2024	Reinvestment	£965.22	XXXXXXXXXX

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. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at 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. 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.

ITEM 8

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: To receive, consider and approve the Town Councils Income and Expenditure Account and balance sheet for the year ended 31st March 2024.

Please see associated documents;

ITEM 8 - P and F 24/06/24 - TO CONFIRM INCOME AND EXPENDITURE AND BALANCE SHEET AS OF THE 31st MARCH 2024.

Town Clerk/RFO

HAYWARDS HEATH TOWN COUNCIL

Income & Expenditure Account (per accounts package) for Year Ended 31 March 2024

31-Mar-23 (£)		Actual (£)
	Income Summary	
717,463.00	Precept	768,024.00
3,513.33	Interest Earned	12,606.05
<u>720,976.33</u>	Sub Total	<u>780,630.05</u>
	Operating Income	
36,120.04	Accommodation	30,544.96
10,403.15	Other Expenditure	7,750.60
44,381.77	Environment	52,922.80
<u>811,881.29</u>	Total Income	<u>871,848.41</u>
	Expenditure Summary	
8,228.60	Grants & Subsidies	12,188.89
17,856.00	Members' Allowances	17,688.87
6,000.00	Bentswood Community Hub	-
19,439.40	Community Crisis Grants	-
<u>51,524.00</u>	Sub Total	<u>29,877.76</u>
	Running Costs	
213,677.10	Grounds Maintenance	196,298.42
77,520.17	Accommodation	79,372.91
263,802.35	Office & Customer Service	292,416.08
52,762.07	Other Expenditure	59,884.20
5,582.81	Ward Budgets	12,500.00
10,000.00	CAPITAL	10,000.00
73,798.92	Environment	79,112.37
40,883.79	Leisure & Amenities	48,393.49
6,521.06	Reserve Movements	2,864.80
<u>796,072.27</u>	Total Expenditure	<u>810,720.03</u>
	General Fund Analysis	
239,073.10	Opening Balance 01-Apr-23	231,403.18
811,881.29	Plus: Total Income for Year	871,848.41
<u>1,050,954.39</u>		<u>1,103,251.59</u>
(796,072.27)	Less: Total Expenditure for Year	(810,720.03)
254,882.12		292,531.56
(23,478.94)	Transfers to/from Reserves	(3,135.20)
<u>231,403.18</u>	Closing Balance 31-Mar-24	<u>289,396.36</u>

**HAYWARDS HEATH TOWN COUNCIL
BALANCE SHEET AS AT 31 MARCH 2024**

<i>Year Ended</i> 31-Mar-23 (£)		(£)	(£)
	LONG TERM ASSETS		
0.00	Investments		0.00
0.00	Long Term Debtors		0.00
0.00			0.00
	CURRENT ASSETS		
0.00	Stocks and Stores	0.00	
0.00	Work In Progress	0.00	
9,600.52	Debtors	5,392.50	
16,243.85	VAT Recoverable	35,106.04	
12,089.68	Prepayments	15,735.07	
0.00	Temporary Lendings	0.00	
613,392.31	Bank: Current A/c	2,500.00	191,527.21
	+ Business Reserve A/c	189,027.21	
	CCLA Public Sector Deposit Fund	502,187.35	
150.00	Cash in Hand	150.00	750,098.17
651,476.36	TOTAL ASSETS		750,098.17
	CURRENT LIABILITIES		
15,353.64	Creditors	11,908.86	
7,475.49	Accruals	50,632.70	
2,664.00	Receipts in Advance	445.00	
0.00	Temporary Borrowing	0.00	62,986.56
625,983.23	NET ASSETS		687,111.61
	Represented By:		
231,403.18	GENERAL RESERVE		289,396.36
	RESERVES:		
5,000.00	Allotments	0.00	
28,694.56	Cemetery	30,063.56	
11,039.49	Muster Green	11,039.49	
3,058.31	Street Lighting Schemes	5,558.31	
3,665.74	Town Initiatives	0.00	
70,920.00	New Burial Ground	70,920.00	
4,203.96	Christmas Lights — Maintenance	3,358.96	
7,197.63	Town Council Events	14,837.76	
8,134.42	Cyclical Redecoration	9,244.82	
2,186.76	Insurances	3,041.45	
3,634.21	Staff Training	4,189.21	
19,481.54	Replacement of Fixtures & Fittings	22,874.35	
31,116.28	Election Expenses	9,508.52	
2,950.68	Community Facilities	3,412.45	
19,204.70	Advisers' Fees	24,590.70	
7,614.98	Graffiti/Street Scene Works	9,266.99	
2,886.48	Severe Weather Contingency	3,186.48	
3,394.13	Haywards Heath Town CIC	17,374.98	
25,271.15	Community Warden	32,745.42	
2,250.00	Roundabout Liabilities	2,250.00	
14,757.92	Maintenance Building & Grounds	14,757.92	
62,061.00	CAPITAL	54,215.25	
5,649.15	Town Development	5,649.15	
11,893.85	CCTV	6,322.20	
1,000.00	Fox Hill Village Sign	1,000.00	
6,561.17	South Road Trees	7,563.67	
30,500.00	Land off Hurstwood Lane — Management	30,500.00	
251.94	Speed Indicator Device (SID)	243.61	397,715.25
625,983.23			687,111.61

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return to receive, consider and note the Internal Audit Report 2023/2024.

Members are asked to consider and resolve the end of year 2023/2024 report of the Internal Auditor.

Please see financial pack for documents.

Town Clerk/RFO

Annual Internal Audit Report 2023/24

HAYWARDS HEATH TOWN COUNCIL

www.haywardsheath.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/11/2023 18/06/2024

Name of person who carried out the internal audit

Mr Andy Beams - Mulberry LAS Ltd

Signature of person who carried out the internal audit



Date 18/06/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



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

18 June 2024

Dear Steve

Re: Haywards Heath Town Council
Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 18 June 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit report issued following our interim audit on 20 November 2023. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

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

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

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

Regulation

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

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

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

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

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

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

Year-End Audit

The year-end audit was conducted remotely. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website www.haywardsheath.gov.uk

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C	RISK MANAGEMENT AND INSURANCE	✓	✓	3
D	BUDGET, PRECEPT AND RESERVES	✓	✓	3
G	PAYROLL	✓	✓	4
H	ASSETS AND INVESTMENTS	✓	✓	4
I	BANK AND CASH	✓	✓	4
J	YEAR END ACCOUNTS		✓	5
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L	PUBLICATION OF INFORMATION		✓	7
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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
H. ASSETS AND INVESTMENTS	I recommend the council considers adopting an Investment Policy to support its future decision making on placement of funds in accordance with the Statutory Guidance on Local Authority Investments	To review at next interim audit

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

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

Audit findings

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

Further to the detailed testing conducted at the interim audit, I reviewed the minutes and associated financial papers on the council website and am satisfied that the council continues to follow its adopted Financial Regulations and properly approves payments.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

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

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

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

The RFO confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES**Internal audit requirement**

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

Audit findings

The budget performance information is reviewed at every Policy & Finance Committee meeting for review. Non committee members have access to the same financial information and can ask questions if required. The budget report from the accounting system shows year to date spend against budget and includes a percentage spend figure to provide clarity for councillors.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 103.2% and total expenditure (excluding planned movements between reserves) as 95.9%, suggesting that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £397,715 in earmarked reserves (EMR) split between a range of clearly identifiable future projects of the council. The council also held circa £289,396 in the general reserve at the end of the financial year. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

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

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has a Public Works Loan Board (PWLB) loan, and I confirmed the year-end balance and in year payments against the PWLB documents.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the year-end balances to the bank statements and found no errors.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts.

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	610,174	625,983	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	717,463	768,024	Figure confirmed to central precept record
3	Total other receipts	94,418	103,824	Agrees to underlying accounting records
4	Staff costs	404,761	425,385	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	9,198	8,886	Confirmed to PWLB documents
6	All other payments	382,113	376,448	Agrees to underlying accounting records
7	Balances carried forward	625,983	687,112	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	613,542	693,865	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	831,427	891,148	Matches asset register total and changes from previous year have been traced
10	Total borrowings	57,000	51,000	Confirmed to PWLB documents
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, payments in advance and receipts in advance.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed, although there are no differences exceeding 15% where an explanation needs to be provided to the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual	2023/24 Proposed
Date AGAR signed by council	27 June 2023	24 June 2024
Date inspection notice issued	29 June 2023	27 June 2024
Inspection period begins	30 June 2023	28 June 2024
Inspection period ends	10 August 2023	8 August 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Yours sincerely



Andy Beams

Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
None		

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 — to receive, consider and approve Section 1 Annual Governance Statement 2023/2024.

Please see financial pack for document.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HAYWARDS HEATH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.haywardsheath.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 24th June 2024

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 2 Accounting Statements 2023/2024.

Please see financial pack for document.

Section 2 – Accounting Statements 2023/24 for

HAYWARDS HEATH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	610,174	625,983	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	717,463	768,024	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	94,418	103,824	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-404,761	-425,385	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-9,198	-8,886	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-382,113	-376,448	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	625,983	687,112	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	613,542	693,865	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	831,427	891,148	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	57,000	51,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓ The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]
Date 18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED