

Supporting Documentation  
Finance & General Purpose  
Committee Meeting

Tuesday 28<sup>th</sup> FEBRUARY 2023



Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C 61580271	31/12/2022	545	31,481.65
			<u>31,481.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,481.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,481.65
		Balance per Cash Book is :-	31,481.65
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Account 61580271	31/12/2022	160	413,335.45
			<u>413,335.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			413,335.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			413,335.45
		Balance per Cash Book is :-	413,335.45
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 3 - CCLA Investment

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Investment	31/01/2023		50,000.00
			<u>50,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,000.00
		Balance per Cash Book is :-	50,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2022	1	74.20
			<u>74.20</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			74.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			74.20
		Balance per Cash Book is :-	74.20
		Difference is :-	0.00

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## Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/01/2023	001	10.74		10.74		R	Ram Tracking
03/01/2023	002	64.44		64.44		R	Ram Tracking
04/01/2023	003	120.98		120.98		R	ALLSTAR BUSINESS SOLUTIONS
04/01/2023			125.00	125.00		R	Receipt(s) Banked
04/01/2023	Interest		129.15	129.15		R	Receipt(s) Banked
05/01/2023	004	48.00		48.00		R	National Assn Of Local Council
05/01/2023	005	67.00		67.00		R	The National Allotment Society
05/01/2023	006	96.00		96.00		R	CLOUDYIT LTD
05/01/2023	007	582.48		582.48		R	Select IT Ltd
05/01/2023	008	183.30		183.30		R	Swindon Borough Council
05/01/2023	Toilets		70.50	70.50		R	Receipt(s) Banked
05/01/2023	Mayor Fund		125.01	125.01		R	Receipt(s) Banked
06/01/2023	009	5.94		5.94		R	Retail Merchant Limited
06/01/2023	010	5.94		5.94		R	Retail Merchant Limited
06/01/2023			45.00	45.00		R	Receipt(s) Banked
06/01/2023			15.00	15.00		R	Receipt(s) Banked
09/01/2023	011	58.66		58.66		R	BRITISH GAS
09/01/2023	012	97.53		97.53		R	BRITISH GAS
10/01/2023			362.00	362.00		R	Receipt(s) Banked
10/01/2023	DR		25,000.00	25,000.00		R	Receipt(s) Banked
11/01/2023	013	159.00		159.00		R	AMAZON
11/01/2023	014	147.73		147.73		R	BRITISH GAS
11/01/2023	015	20.00		20.00		R	GJL Window Cleaning
11/01/2023	BACS	44.00		44.00		R	Mr Groves
11/01/2023	017	75.00		75.00		R	DEAN SPENCER ASSOCIATES
11/01/2023	018	96.00		96.00		R	Ab Fab Loos Ltd
11/01/2023	019	264.00		264.00		R	BARRON HEATING LTD
11/01/2023	020	500.00		500.00		R	CRAPPER & SONS LANDFILL LTD
11/01/2023	021	1,479.00		1,479.00		R	CLASSIC BASKETS LTD
11/01/2023	022	10.44		10.44		R	Toolstation Limited
11/01/2023	023	1,260.00		1,260.00		R	GEORGE BROWNS LTD
11/01/2023	024	14.23		14.23		R	Toolstation Limited
12/01/2023	025	67.22		67.22		R	West Mercia Energy
12/01/2023			60.00	60.00		R	Receipt(s) Banked
12/01/2023	Market		96.00	96.00		R	Receipt(s) Banked
12/01/2023	Mayor Fund		150.00	150.00		R	Receipt(s) Banked
12/01/2023	Market		181.00	181.00		R	Receipt(s) Banked
13/01/2023	026	20.00		20.00		R	
13/01/2023	027	20.00		20.00		R	EE
13/01/2023	028	161.46		161.46		R	O2
16/01/2023	029	8.99		8.99		R	AMAZON
16/01/2023	030	165.75		165.75		R	AMAZON
17/01/2023	031	168.98		168.98		R	BRITISH GAS
17/01/2023			37.50	37.50		R	Receipt(s) Banked
17/01/2023	Market		96.00	96.00		R	Receipt(s) Banked
18/01/2023	032	1.50		1.50		R	Global Payments (GPUK LLP)
18/01/2023	033	159.79		159.79		R	ALLSTAR BUSINESS SOLUTIONS
19/01/2023	DDR	16,994.97		16,994.97		R	January_2023_Salaries

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## Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/01/2023	Mayor Fund		10.00	10.00		R	Receipt(s) Banked
19/01/2023	MD Stall		20.00	20.00		R	Receipt(s) Banked
20/01/2023	034	83.50		83.50		R	AMAZON
20/01/2023	DDR	5,473.65		5,473.65		R	January_2023_HMRC
20/01/2023	DDR	5,529.63		5,529.63		R	January_2023_Pension
23/01/2023	035	55.00		55.00		R	INFORMATION COMMISSIONERS OFFI
24/01/2023	036	3,000.00		3,000.00		R	VISIT HIGHWORTH LIMITED
24/01/2023	037	87.00		87.00		R	IMPERIAL TYRES LTD
24/01/2023	038	121.95		121.95		R	Walfins Garden and Leisure
24/01/2023	039	190.00		190.00		R	Royal Agricultural University
24/01/2023	040	573.02		573.02		R	GLADSON UK LIMITED
24/01/2023	041	600.00		600.00		R	GREENMAN SERVICES
24/01/2023	043	1,440.00		1,440.00		R	NEMISIS PYROTECHNICS LTD
24/01/2023	044	7,930.28		7,930.28		R	Swindon Borough Council
24/01/2023	042	796.80		796.80		R	EARTH ANCHORS LTD
24/01/2023	Amazon Ref		8.99	8.99		R	Receipt(s) Banked
25/01/2023	045	131.71		131.71		R	SPITFIRE NETWORK SERVICES LIMI
25/01/2023	046	90.23		90.23		R	ALLSTAR BUSINESS SOLUTIONS
26/01/2023			345.00	345.00		R	Receipt(s) Banked
26/01/2023	Toilet		95.00	95.00		R	Receipt(s) Banked
26/01/2023	Xmas Stall		120.00	120.00		R	Receipt(s) Banked
26/01/2023	Market		146.00	146.00		R	Receipt(s) Banked
27/01/2023	047	81.50		81.50		R	Post Office Ltd
27/01/2023	048	211.60		211.60		R	BRITISH GAS
27/01/2023	Amazon Ref		82.25	82.25		R	Receipt(s) Banked
27/01/2023	HMRC VAT		7,529.56	7,529.56		R	Receipt(s) Banked
30/01/2023	049	5.00		5.00		R	CASTLE WATER
31/01/2023	050	10.74		10.74		R	Ram Tracking
31/01/2023			960.00	960.00		R	Receipt(s) Banked
31/01/2023			3,150.00	3,150.00		R	Receipt(s) Banked
31/01/2023	Allotments		4,080.00	4,080.00		R	Receipt(s) Banked
		<u>49,590.68</u>	<u>43,038.96</u>				

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Clerks Gratuity	0.00		0.00
321 EMR Cemetery Maintenance	0.00		0.00
322 EMR Provision Renewals	895.52	-257.50	638.02
324 EMR Pavilion Water	3,000.00		3,000.00
325 EMR Brewery Street	5,000.00		5,000.00
326 EMR New Play Equip	7,560.00		7,560.00
327 EMR Mowing & Street Sweeping	2,410.50		2,410.50
328 EMR Rec Pavilion Changing Room	13,805.00	-798.60	13,006.40
329 EMR New Dog Bins	0.00		0.00
330 EMR All Weather Sports Pitch	20,000.00		20,000.00
331 EMR S106/CIL	60,138.96	-10,480.49	49,658.47
332 EMR Grant Fund	0.00		0.00
333 EMR Elections	3,271.00		3,271.00
334 EMR Neighbourhood Plan	770.00		770.00
335 EMR Highworth Skate Park	6,359.24	-2,337.00	4,022.24
	<u>123,210.22</u>	<u>-13,873.59</u>	<u>109,336.63</u>



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 INCOME - CSC</b>								
1076 Precept	0	625,475	614,723	(10,752)			101.7%	
1077 Council Tax Grant	0	0	10,752	10,752			0.0%	
1090 Bank Interest	129	1,445	50	(1,395)			2889.7%	
1100 CIL Income	0	13,552	0	(13,552)			0.0%	13,552
<b>INCOME - CSC :- Income</b>	<b>129</b>	<b>640,472</b>	<b>625,525</b>	<b>(14,947)</b>			<b>102.4%</b>	<b>13,552</b>
<b>Net Income</b>	<b>129</b>	<b>640,472</b>	<b>625,525</b>	<b>(14,947)</b>				
6001 less Transfer to EMR	0	13,552						
<b>Movement to/(from) Gen Reserve</b>	<b>129</b>	<b>626,920</b>						
<b>120 INCOME - ENVIRONMENT/LEISURE</b>								
1305 Fireworks Income	0	11,571	7,000	(4,571)			165.3%	
1310 Misc Income: Licenses/Advert	3,290	6,769	5,820	(949)			116.3%	
1315 Football Pitch Income	0	6,600	6,700	100			98.5%	
1320 Tennis Income	0	1,300	1,350	50			96.3%	
1350 Sale Assets	800	800	0	(800)			0.0%	
<b>INCOME - ENVIRONMENT/LEISURE :- Income</b>	<b>4,090</b>	<b>27,040</b>	<b>20,870</b>	<b>(6,170)</b>			<b>129.6%</b>	<b>0</b>
<b>Net Income</b>	<b>4,090</b>	<b>27,040</b>	<b>20,870</b>	<b>(6,170)</b>				
<b>210 STAFF - CSC</b>								
4000 Salary	10,596	122,876	148,500	25,624		25,624	82.7%	
4010 Employers Pension	1,981	21,895	29,757	7,862		7,862	73.6%	
4020 Employers NI	947	10,834	15,369	4,535		4,535	70.5%	
4060 Staff Mileage and Bens	0	10	200	190		190	5.0%	
4070 Training	190	2,139	3,000	861		861	71.3%	
<b>STAFF - CSC :- Indirect Expenditure</b>	<b>13,714</b>	<b>157,753</b>	<b>196,826</b>	<b>39,073</b>	<b>0</b>	<b>39,073</b>	<b>80.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,714)</b>	<b>(157,753)</b>	<b>(196,826)</b>	<b>(39,073)</b>				
<b>220 GENERAL ADMIN - CSC</b>								
1230 Council Offices Room Hire	0	563	0	(563)			0.0%	
<b>GENERAL ADMIN - CSC :- Income</b>	<b>0</b>	<b>563</b>	<b>0</b>	<b>(563)</b>				<b>0</b>
4100 Telephone and Broadband	243	2,601	2,500	(101)		(101)	104.0%	
4110 Office Expenses	40	3,878	3,300	(578)		(578)	117.5%	
4120 IT Support	565	5,320	6,000	680		680	88.7%	
4125 RBS Finance Package Sub	0	816	1,600	784		784	51.0%	
4130 Professional Fees inc HR Suppo	0	6,495	5,400	(1,095)		(1,095)	120.3%	2,750

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Stationery and Office Supplies	0	949	1,700	751		751	55.8%	
4160 Postage	82	166	1,000	834		834	16.6%	
4170 Office Equipment Repair and Re	232	960	2,000	1,040		1,040	48.0%	
4180 Cleaning	20	861	1,500	639		639	57.4%	
4190 Fire Inspection	0	559	900	342		342	62.1%	
4200 Audit Fees	0	(410)	2,550	2,960		2,960	(16.1%)	
4210 Insurance	0	9,610	9,500	(110)		(110)	101.2%	
4220 Bank & Other Charges	11	440	100	(340)		(340)	440.0%	
4230 Affiliation	95	4,682	3,200	(1,482)		(1,482)	146.3%	
<b>GENERAL ADMIN - CSC :- Indirect Expenditure</b>	<b>1,288</b>	<b>36,926</b>	<b>41,250</b>	<b>4,324</b>	<b>0</b>	<b>4,324</b>	<b>89.5%</b>	<b>2,750</b>
<b>Net Income over Expenditure</b>	<b>(1,288)</b>	<b>(36,363)</b>	<b>(41,250)</b>	<b>(4,887)</b>				
6000 plus Transfer from EMR	0	2,750						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,288)</b>	<b>(33,613)</b>						
<b>230 COUNCIL OFFICES</b>								
1230 Council Offices Room Hire	416	4,448	6,000	1,552			74.1%	
<b>COUNCIL OFFICES :- Income</b>	<b>416</b>	<b>4,448</b>	<b>6,000</b>	<b>1,552</b>			<b>74.1%</b>	<b>0</b>
4250 Rates	0	10,604	10,650	46		46	99.6%	
4260 Water	0	524	500	(24)		(24)	104.8%	
4270 Heating and Electricity	300	1,949	4,500	2,551		2,551	43.3%	
4280 Refurbishment	0	1,135	2,000	865		865	56.8%	
<b>COUNCIL OFFICES :- Indirect Expenditure</b>	<b>300</b>	<b>14,212</b>	<b>17,650</b>	<b>3,438</b>	<b>0</b>	<b>3,438</b>	<b>80.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>116</b>	<b>(9,764)</b>	<b>(11,650)</b>	<b>(1,886)</b>				
<b>240 COMM ENHANCEMENT/ENGAGEMENT</b>								
4300 Christmas Lights	0	12,173	10,000	(2,173)		(2,173)	121.7%	
4310 Flowers and Hanging Baskets	1,612	8,017	8,500	484		484	94.3%	
4320 Website and Social Media	0	889	1,000	111		111	88.9%	
4330 Neighbourhood Plan	0	0	4,200	4,200		4,200	0.0%	
4350 Library	6,609	19,826	26,500	6,674		6,674	74.8%	
4370 Visit Wiltshire Sub	0	775	1,000	225		225	77.5%	
4405 CIL Spend in year	0	13,647	0	(13,647)		(13,647)	0.0%	13,482
4410 Visitor Centre (Provision)	3,000	12,000	12,000	0		0	100.0%	
4415 Sustainable Highworth Working	0	75	1,000	925		925	7.5%	
4420 Provision for Youth	0	2,103	12,000	9,897		9,897	17.5%	
4430 Fireworks	1,200	7,615	5,500	(2,115)		(2,115)	138.5%	
4435 Parking	0	0	1,000	1,000		1,000	0.0%	
4436 Remembrance	0	46	25	(21)		(21)	182.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4440 Jubilee Celebrations	0	5,499	5,000	(499)		(499)	110.0%	
COMM ENHANCEMENT/ENGAGEMENT :- Indirect Expenditure	12,420	82,663	87,725	5,062	0	5,062	94.2%	13,482
<b>Net Expenditure</b>	<b>(12,420)</b>	<b>(82,663)</b>	<b>(87,725)</b>	<b>(5,062)</b>				
6000 plus Transfer from EMR	0	13,482						
<b>Movement to/(from) Gen Reserve</b>	<b>(12,420)</b>	<b>(69,181)</b>						
<b>245 GRANTS AND CONTINGENCIES</b>								
4515 May Day	0	2,705	3,500	795		795	77.3%	
GRANTS AND CONTINGENCIES :- Indirect Expenditure	0	2,705	3,500	795	0	795	77.3%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(2,705)</b>	<b>(3,500)</b>	<b>(795)</b>				
<b>250 CIVIC</b>								
1360 Mayoral Donations and Fundrais	285	2,834	0	(2,834)			0.0%	333
CIVIC :- Income	285	2,834	0	(2,834)				333
4450 Mayoral Allowance	0	163	2,000	1,837		1,837	8.1%	
4460 Councillor Training	0	240	1,000	760		760	24.0%	
4470 Elections	0	0	2,000	2,000		2,000	0.0%	
CIVIC :- Indirect Expenditure	0	403	5,000	4,597	0	4,597	8.1%	0
<b>Net Income over Expenditure</b>	<b>285</b>	<b>2,431</b>	<b>(5,000)</b>	<b>(7,431)</b>				
6001 less Transfer to EMR	0	333						
<b>Movement to/(from) Gen Reserve</b>	<b>285</b>	<b>2,098</b>						
<b>260 PROJECTS AND GRANTS</b>								
1311 Neighbourhood Plan Income	0	7,694	0	(7,694)			0.0%	
PROJECTS AND GRANTS :- Income	0	7,694	0	(7,694)				0
4500 General Fund	0	467	0	(467)		(467)	0.0%	
PROJECTS AND GRANTS :- Indirect Expenditure	0	467	0	(467)	0	(467)		0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>7,228</b>	<b>0</b>	<b>(7,228)</b>				
<b>310 STAFF - ENVIRONMENT/LEISURE</b>								
4000 Salary	11,356	114,362	136,842	22,480		22,480	83.6%	
4010 Employers Pension	2,124	21,866	27,352	5,486		5,486	79.9%	
4020 Employers NI	1,044	11,038	14,725	3,687		3,687	75.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070 Training	0	5,058	4,000	(1,058)		(1,058)	126.4%	
STAFF - ENVIRONMENT/LEISURE :- Indirect Expenditure	14,524	152,323	182,919	30,596	0	30,596	83.3%	0
<b>Net Expenditure</b>	<b>(14,524)</b>	<b>(152,323)</b>	<b>(182,919)</b>	<b>(30,596)</b>				
<b>320 GENERAL ADMIN -ENVIRON/LEISURE</b>								
4530 Car Park Inspections	75	225	0	(225)		(225)	0.0%	
4540 Repairs and Maintenance	478	1,747	12,000	10,253		10,253	14.6%	
4550 Uniforms inc PPE	125	579	2,500	1,921		1,921	23.2%	
4560 Waste Removal	0	2,507	3,000	493		493	83.6%	
4565 Health and Safety	0	1,163	1,500	337		337	77.5%	
4580 Vehicle Maintenance	174	2,034	3,000	966		966	67.8%	
4590 Vehicle RFL	0	1,464	645	(819)		(819)	227.0%	
4600 Vehicle Trackers	72	587	640	53		53	91.7%	
4610 Street Cleaning	0	5,070	5,500	430		430	92.2%	
4620 Mower Lease - 1	1,050	15,117	24,300	9,183		9,183	62.2%	
4640 Spraying	0	182	700	519		519	25.9%	
4650 Garage Rent	0	1,088	1,050	(38)		(38)	103.6%	
4660 Fuel	309	6,901	7,500	599		599	92.0%	
4680 Tools	0	16	500	484		484	3.2%	
4690 Machinery	0	276	4,000	3,724		3,724	6.9%	
4700 Dog Bins Services - Consumable	664	1,344	3,000	1,657		1,657	44.8%	
4705 Tree Maintenance	0	1,140	1,300	160		160	87.7%	
4710 Renewals - Provision	9	606	1,000	394		394	60.6%	258
GENERAL ADMIN -ENVIRON/LEISURE :- Indirect Expenditure	2,956	42,046	72,135	30,089	0	30,089	58.3%	258
<b>Net Expenditure</b>	<b>(2,956)</b>	<b>(42,046)</b>	<b>(72,135)</b>	<b>(30,089)</b>				
6000 plus Transfer from EMR	0	258						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,956)</b>	<b>(41,788)</b>						
<b>330 GROUNDS BUILDINGS AND LAND</b>								
4250 Rates	0	2,520	1,900	(620)		(620)	132.6%	
4270 Heating and Electricity	405	2,135	1,500	(635)		(635)	142.3%	
4540 Repairs and Maintenance	0	13,219	4,200	(9,019)		(9,019)	314.7%	8,599
4570 Football Club Cleaning	0	720	1,440	720		720	50.0%	
GROUNDS BUILDINGS AND LAND :- Indirect Expenditure	405	18,593	9,040	(9,553)	0	(9,553)	205.7%	8,599
<b>Net Expenditure</b>	<b>(405)</b>	<b>(18,593)</b>	<b>(9,040)</b>	<b>9,553</b>				
6000 plus Transfer from EMR	0	8,599						
<b>Movement to/(from) Gen Reserve</b>	<b>(405)</b>	<b>(9,995)</b>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>340 CEMETERY</b>								
1210 Cemetery Income	1,085	16,724	23,000	6,276			72.7%	
1220 Memorials Income	0	2,620	4,500	1,880			58.2%	
<b>CEMETERY :- Income</b>	<b>1,085</b>	<b>19,344</b>	<b>27,500</b>	<b>8,156</b>			<b>70.3%</b>	<b>0</b>
4180 Cleaning	0	240	0	(240)		(240)	0.0%	
4250 Rates	0	2,395	2,250	(145)		(145)	106.5%	
4260 Water	0	0	200	200		200	0.0%	
4270 Heating and Electricity	106	421	1,500	1,079		1,079	28.1%	
4706 Cemetery Tree Works	0	1,580	5,000	3,420		3,420	31.6%	
4750 Cemetery General Administr.	80	853	1,000	147		147	85.3%	
<b>CEMETERY :- Indirect Expenditure</b>	<b>186</b>	<b>5,489</b>	<b>9,950</b>	<b>4,461</b>	<b>0</b>	<b>4,461</b>	<b>55.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>899</b>	<b>13,855</b>	<b>17,550</b>	<b>3,695</b>				
<b>350 ALLOTMENTS</b>								
1240 Allotments Income	4,080	10,155	5,000	(5,155)			203.1%	
<b>ALLOTMENTS :- Income</b>	<b>4,080</b>	<b>10,155</b>	<b>5,000</b>	<b>(5,155)</b>			<b>203.1%</b>	<b>0</b>
4260 Water	0	(272)	500	772		772	(54.5%)	
4730 Rents	209	1,134	1,100	(34)		(34)	103.1%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>209</b>	<b>862</b>	<b>1,600</b>	<b>738</b>	<b>0</b>	<b>738</b>	<b>53.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,871</b>	<b>9,294</b>	<b>3,400</b>	<b>(5,894)</b>				
<b>360 BREWERY STREET WC</b>								
1250 WC Receipts	166	1,104	1,100	(4)			100.4%	
<b>BREWERY STREET WC :- Income</b>	<b>166</b>	<b>1,104</b>	<b>1,100</b>	<b>(4)</b>			<b>100.4%</b>	<b>0</b>
4180 Cleaning	600	6,371	8,000	1,630		1,630	79.6%	
4260 Water	0	0	1,200	1,200		1,200	0.0%	
4270 Heating and Electricity	32	174	1,500	1,327		1,327	11.6%	
4540 Repairs and Maintenance	0	187	1,000	813		813	18.7%	
<b>BREWERY STREET WC :- Indirect Expenditure</b>	<b>632</b>	<b>6,731</b>	<b>11,700</b>	<b>4,969</b>	<b>0</b>	<b>4,969</b>	<b>57.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(466)</b>	<b>(5,627)</b>	<b>(10,600)</b>	<b>(4,973)</b>				
<b>370 PLAY AREAS</b>								
4770 New Play Equipment	417	579	48,000	47,421		47,421	1.2%	
4775 Playpark Inspections	0	266	700	434		434	38.0%	
4780 Highworth Skatepark	0	5,315	0	(5,315)		(5,315)	0.0%	2,670
<b>PLAY AREAS :- Indirect Expenditure</b>	<b>417</b>	<b>6,160</b>	<b>48,700</b>	<b>42,540</b>	<b>0</b>	<b>42,540</b>	<b>12.6%</b>	<b>2,670</b>
<b>Net Expenditure</b>	<b>(417)</b>	<b>(6,160)</b>	<b>(48,700)</b>	<b>(42,540)</b>				
6000 plus Transfer from EMR	0	2,670						
<b>Movement to/(from) Gen Reserve</b>	<b>(417)</b>	<b>(3,490)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>380 MARKET</b>								
1300 Market Income	519	5,900	6,000	100			98.3%	
MARKET :- Income	<u>519</u>	<u>5,900</u>	<u>6,000</u>	<u>100</u>			<u>98.3%</u>	<u>0</u>
4800 Market Expenditure	0	788	4,000	3,212		3,212	19.7%	
MARKET :- Indirect Expenditure	<u>0</u>	<u>788</u>	<u>4,000</u>	<u>3,212</u>	<u>0</u>	<u>3,212</u>	<u>19.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>519</u>	<u>5,112</u>	<u>2,000</u>	<u>(3,112)</u>				
Grand Totals:- Income	10,769	719,554	691,995	(27,559)			104.0%	
Expenditure	47,050	528,120	691,995	163,875	0	163,875	76.3%	
<b>Net Income over Expenditure</b>	<u>(36,281)</u>	<u>191,434</u>	<u>0</u>	<u>(191,434)</u>				
plus Transfer from EMR	0	27,758						
less Transfer to EMR	0	13,885						
<b>Movement to/(from) Gen Reserve</b>	<u>(36,281)</u>	<u>205,308</u>						



## COMMUNITY FUNDING APPLICATION FORM

**Section 1: Contact Details**

Name of group/organisation applying	St Michaels Church, Highworth
Applicants position within the group/organisation	PCC Secretary
Contact details of person completing the application form.  This person is responsible for: <ul style="list-style-type: none"> <li>• providing information if requested</li> <li>• receiving the grant money if awarded</li> <li>• signing the grant agreement</li> <li>• providing evaluation/feedback;</li> </ul>	Name Julie Miles
	Email address
	Telephone number
	Postal address

**Section 2: Group/Organisation Details**

Briefly explain what the group/organisation does (e.g. youth club, charity) & the aims/objectives	Anglican Church. Religious services and community outreach, including youth work and reaching out to those in need.
Please provide the charity & VAT number for the group and constitution, if applicable	Charity Number 1132544

How many people are currently involved in the group /organisation?	<b>Staffing</b> Paid staff = 2                      Volunteers = 40
<b>Section 3: Project Information</b>	
Project Title	Thursday Kitchen
Brief Description	To provide free hot meals to those in need, be that families or people living alone and in need of company or suffering financial hardship.  The meals are for the community of Highworth and there is no requirement to attend the church for services and all faiths welcome.
Partnership Working <ul style="list-style-type: none"><li>What other partners are involved in the project and what are their contributions?</li></ul>	We have received a donation of £500 from the United Reform Church.  We are currently in discussion with Highworth Lions and Aldi to find out if they can help out. Aldi were able to provide food for 4 weeks over the summer holidays when the project first started and Highworth Lions have previously stated an interest.
What age group(s) will benefit from the project?	Tick/indicate all that apply:  ✓    0-8            ✓    9-14            ✓    15-24            ✓    25-35 ✓    36-50          ✓    51-65            ✓    66+

<b>Section 4: Financial Details</b>													
How much money are you requesting?	Total amount applied for £300.00												
Please provide a simple itemised breakdown of how money will be spent.	<table border="1"> <thead> <tr> <th>ITEM</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>Food costs estimated at an average of £70 per week for 13 weeks</td> <td>£910.00</td> </tr> <tr> <td>Electric and Heating costs estimated at £15 per week for 13 weeks</td> <td>£195.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>TOTAL:</b></td> <td><b>£1,105.00</b></td> </tr> </tbody> </table>	ITEM	COST	Food costs estimated at an average of £70 per week for 13 weeks	£910.00	Electric and Heating costs estimated at £15 per week for 13 weeks	£195.00					<b>TOTAL:</b>	<b>£1,105.00</b>
	ITEM	COST											
	Food costs estimated at an average of £70 per week for 13 weeks	£910.00											
	Electric and Heating costs estimated at £15 per week for 13 weeks	£195.00											
<b>TOTAL:</b>	<b>£1,105.00</b>												



Is this the total cost of the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, please give details of funds raised or applied for from other partners, agencies, groups etc:	Other funds applied for/secured (including amount): We have received a £500 donation from the United Reformed Church. We are currently in discussion with Highworth Lions and Aldi to find out if they can help out. Aldi were able to provide food for 4 weeks over the summer holidays when the project first started and Highworth Lions have previously stated an interest.

<b>Section 5: Declarations</b>	
Signature of main contact person	
Date form completed	20/01/2023
Bank details (should an award be made)	Sort Code: Account Number: Account Name:

**Checklist:**

- ✓ Have you read the Guidelines
- ✓ Have you answered all the questions
- ✓ Has the group has got a bank account (money cannot be paid into individual's accounts)
- ✓ Have you enclosed the most recent certified accounts if you are applying for a sum in excess of £500. Applications over £500 should also submit a Project and Business Plan
- X Have you enclosed a copy of your Constitution if you are a registered charity
- ✓ Confirm the project has not already been completed

**Completed forms and any supplementary sheets should be sent to:**

Town Clerk  
Highworth Town Council  
3 Gilberts Lane  
Highworth  
Swindon SN6 7FB

Electronic copies to be sent to: -  
admin@highworthtowncouncil.gov.uk

For further support please call Highworth Town Council on: 01793 762377 or 763511

