



Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting of... Finance & Corporate Committee

Place... Bridgwater Room, Bridgwater Town Hall, High Street, Bridgwater, Somerset, TA6 3AS

Date... Monday, June 3, 2024

Time... 10:00

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

David Mears

David Mears FSLCC

Town Clerk and CEO

29 May 2024

(Prior to the start of the meeting)

Questions and comments from members of the public

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing enquiries@bridgwater-tc.gov.uk Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

A G E N D A

FCSC2024/1 - To receive Apologies for Absence

FCSC2024/2 - Declarations of interests

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

FCSC2024/3 - To receive and note a briefing report from the Director of Finance and Corporate Services

FCSC2024/4 - Finance - Accounts for Payment and Income

To note items of expenditure as approved under delegated authority or under previous Council/Committee decisions and income received up to 31 May 2024

FCSC2024/5 - Finance - to note the Year to Date Budget as of 31 May 2024

FCSC2024/6 - To note additional comments from Internal Auditor

FCSC2024/7 - To receive an overview of the new technology that will be deployed across Bridgwater Town Council during 2024

FCSC2024/8 - To receive an oral update from the Chief Executive and Town Clerk regarding the Budget Calculation spreadsheet for 2024/25

End of Agenda

CIRCULATION

Councillors: Lerry (Chair), Leavy, Mander, Pearce, Rodrigues, Slocombe, Smedley, and Solomon.



Bridgwater Town Council

REPORT

Report to:	*Meeting Type
Agenda Item:	FSCS2024/3
Date of Meeting:	03 June 2024
Date of this Report:	28 May 2024
Author:	Sally Jones
Lead Officer:	Director of Finance and Corporate Services

Update from the Director of Finance and Corporate Services

Recommendations

None

1. Update from the Director of Finance and Corporate Services

The National Association of Local Councils model Financial Regulations have been overhauled and updated, we will be working through the changes that have been made and going through any amendments that the Council may need to consider at the next appropriate meeting.

I met with the Finance Triad on 20/05/2024 and explained how the authorisation of invoices has changed using an approvals system through teams. This has been put in place to ensure that the Council is doing the relevant checks that items have been received before paying for them. The system has been received well and is helping the new finance team coding the invoices to the correct areas.

The finance team have been working on a paperless system for all invoices and payments. They have arranged for the Rialtas accounting system to enable emailing of invoices and purchase orders directly. They are now working on uploading all invoices that are due to be paid to the Rialtas system so that they can be viewed alongside each supplier account this provides good record keeping.

A new purchase order process has been put in place which means that the finance team are raising all the invoices which should reduce money being spent without a budget. Process notes have been provided to all staff and seems to be working well. Each team member who is raising them is providing finance with enough information so that items can be coded in the right way.

With regards to the budget there is some further tidying up that needs to be undertaken and this will happen over the next few months. There are some purchase orders that were raised last year that are now on nominal codes where there is no budget. The finance team are learning each day where items are to be coded to which means that there will be some changes in where items have been coded to.

During the meeting with the Finance Triad, we discussed that we are working on a procurement and purchasing policy. This will be worked on over the next few months to ensure that the right balance between control and practicalities are thought through carefully.

The CEO/Town Clerk and Director of Finance are aware that there are new policies that the Council will need to put in place, and they will review this over the summer.

I will be making some changes to budgets to ensure that payroll costs are correctly allocated. I will also be looking to change the structure of budgets within open spaces to create codes for each park so that the costs of items acquired, and maintenance undertaken in those parks can be accounted for correctly. The VAT specialist who is working with the Director of Finance has suggested a number of changes that will be implemented such as splitting out domestic rental income and business rental income. There also needs to be clear cost centres for any building so that future partial exemptions can be undertaken. It should also be noted that VAT advice should be sought where the council is undertaking any major refurbishment of any property that it owns.

The council has been selected for a VAT check with HMRC for its second VAT return and I am working through this with the support of the VAT specialist.

2. Legal Considerations

There are no legal considerations.

3. Financial and Risk Considerations

None.

4. Equalities Considerations

None.

5. Climate Change and Sustainability Considerations

None.

6. Conclusion

I will work with the budget holders and Triad to change the budget and its layout and present this at the next appropriate meeting.

Policies will be worked through over the summer and brought to the next meeting to be reviewed.

Report Sign-off

Title	Name	Date
Town Clerk/CEO	David Mears	28/05/2024

End of report.

Current/Liquidity Accounts

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		389,210.44					389,210.44	
BAC	Banked 02/04/2024	24.80						
	Sales Recpts Page 1504	24.80	24.80		105			Sales Recpts Page 1504
Bacs	Banked 02/04/2024	1,500.00						
	Sales Recpts Page 1505	1,500.00	1,500.00		101			Sales Recpts Page 1505
BACS	Banked 02/04/2024	919.00						
	Sales Recpts Page 1506	919.00	839.00		101			Sales Recpts Page 1506
			80.00		104			Sales Recpts Page 1506
REN271	Banked 02/04/2024	799.99						
	Sales Recpts Page 1526	799.99	799.99		101			Sales Recpts Page 1526
Vic hair	Banked 02/04/2024	40.00						
	Sales Recpts Page 1527	40.00	40.00		101			Sales Recpts Page 1527
REN	Banked 02/04/2024	0.99						
	Sales Recpts Page 1530	0.99	0.99		101			Sales Recpts Page 1530
Bacs	Banked 05/04/2024	3,697.27						
	Sales Recpts Page 1507	3,697.27	379.99		101			Sales Recpts Page 1507
			3,317.28		104			Sales Recpts Page 1507
100295	Banked 05/04/2024	60.00						
	Sales Recpts Page 1508	60.00	60.00		104			Sales Recpts Page 1508
100294	Banked 05/04/2024	509.15						
100294	Pantry income	509.15			1052	404	437.50	Pantry income
					1050	404	60.00	Pantry income
					1051	404	11.65	Pantry income
all54	Banked 08/04/2024	15.50						
	Sales Recpts Page 1509	15.50	15.50		105			Sales Recpts Page 1509
100296	Banked 08/04/2024	315.36						
100296	Easter Fayre Donations	315.36			555		300.00	Easter Fayre Donations
					1052	404	15.36	Easter Fayre
Bacs	Banked 09/04/2024	10.00						
	Sales Recpts Page 1510	10.00	10.00		103			Sales Recpts Page 1510
BACS	Banked 12/04/2024	145.00						
	Sales Recpts Page 1511	145.00	145.00		100			Sales Recpts Page 1511
765	Banked 12/04/2024	10.00						
	Sales Recpts Page 1512	10.00	10.00		103			Sales Recpts Page 1512
Bacs	Banked 12/04/2024	847.40						
Bacs	Andrew Lees lettings	847.40			1030	401	847.40	Andrew Lees lettings
CFF855	Banked 12/04/2024	70.00						
	Sales Recpts Page 1528	70.00	70.00		104			Sales Recpts Page 1528

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Current/Liquidity Accounts

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Bacs Banked 15/04/2024	80.00						
	Sales Recpts Page 1513	80.00	60.00		102			Sales Recpts Page 1513
			20.00		103			Sales Recpts Page 1513
	Bacs Banked 15/04/2024	450.00						
	Sales Recpts Page 1514	450.00	230.00		100			Sales Recpts Page 1514
			10.00		103			Sales Recpts Page 1514
			210.00		104			Sales Recpts Page 1514
100297	Banked 15/04/2024	144.75						
100297	Pantry income	144.75			1051	404	15.25	Cafe income
					1052	404	129.50	Pantry membership
	Bacs Banked 16/04/2024	10.00						
	Sales Recpts Page 1515	10.00	10.00		103			Sales Recpts Page 1515
	Bacs Banked 19/04/2024	3,790.00						
	Sales Recpts Page 1516	3,790.00	3,790.00		104			Sales Recpts Page 1516
	Bacs Banked 22/04/2024	1,985.00						
	Sales Recpts Page 1517	1,985.00	435.00		101			Sales Recpts Page 1517
			1,550.00		104			Sales Recpts Page 1517
100298	Banked 23/04/2024	100.00						
	Sales Recpts Page 1518	100.00	10.00		103			Sales Recpts Page 1518
			90.00		104			Sales Recpts Page 1518
	Bacs Banked 23/04/2024	10.00						
	Sales Recpts Page 1529	10.00	10.00		103			Sales Recpts Page 1529
	Bacs Banked 24/04/2024	1,086.87						
	Sales Recpts Page 1519	1,086.87	1,086.87		104			Sales Recpts Page 1519
	Bacs Banked 25/04/2024	10.00						
	Sales Recpts Page 1520	10.00	10.00		103			Sales Recpts Page 1520
	Bacs Banked 25/04/2024	60.00						
	Sales Recpts Page 1521	60.00	60.00		104			Sales Recpts Page 1521
100299	Banked 25/04/2024	275.00						
100299	Pantry income	275.00			1052	404	186.50	Pantry income
					1050	404	75.00	Pantry income
					1051	404	13.50	Pantry income
	Bacs YMTC Banked 25/04/2024	300.00						
	Bacs YMTC YMTC Arts Centre	300.00			565		300.00	YMTC Arts Centre
	Bacs Banked 26/04/2024	1,601.27						
	Sales Recpts Page 1522	1,601.27	10.00		103			Sales Recpts Page 1522
			1,591.27		104			Sales Recpts Page 1522
	Bacs Banked 29/04/2024	590.00						

Current/Liquidity Accounts

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 1523	590.00	40.00		103			Sales Recpts Page 1523
			550.00		104			Sales Recpts Page 1523
CEM845	Banked 29/04/2024	30.00						
	Sales Recpts Page 1524	30.00	30.00		104			Sales Recpts Page 1524
	Bacs Banked 30/04/2024	760.00						
	Sales Recpts Page 1525	760.00	750.00		101			Sales Recpts Page 1525
			10.00		103			Sales Recpts Page 1525
	Bacs Banked 30/04/2024	3,071,221.00						
	Bacs Somerset Council Precept	3,071,221.00			1900	101	3,071,221.00	Somerset Council Precept
100301	Banked 30/04/2024	170.00						
100301	Arts Centre Takings	170.00		28.33	1829	106	105.84	Box Office income
					1830	106	6.25	Postcard sales
					1000	106	29.58	Lettings
	CCLA Banked 30/04/2024	2,326.55						
	CCLA CCLA investment income	2,326.55			1870	101	2,326.55	CCLA investment income
	INT Banked 30/04/2024	391.55						
	INT Bank Interest	391.55			1870	101	391.55	Bank Interest
Stripe B A	Banked 30/04/2024	1,691.87						
Stripe B A	Bridgwater Arts Centre	1,691.87			540		1,691.87	BWT Arts Centre Stripe 04-24
Total Receipts for Month		3,096,048.32	17,855.69	28.33			3,078,164.30	
Cashbook Totals		3,485,258.76	17,855.69	28.33			3,467,374.74	

Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/03/2024		EBP	10.00			510		10.00	
02/04/2024	FOLD Structural Engineers	0825	9,000.00	9,000.00		500			Structural Engineering Consult
02/04/2024	Somerset Skills and Learning C	2688	250.00	250.00		500			Co-Investment Cont Elise
02/04/2024		EXPENSES	27.48			4040	101	27.48	STAFF EXPENSES
02/04/2024		EBP	10.00			570		10.00	KEY DEPOSIT
02/04/2024		EXPENSES	1.80			4040	101	1.80	STAFF EXPENSES
02/04/2024		EXPENSES	60.47			4040	101	60.47	STAFF EXPENSES
02/04/2024		EXPENSES	7.20			4040	101	7.20	STAFF EXPENSES
02/04/2024		EXPENSES	10.00			4040	101	10.00	STAFF EXPENSES
03/04/2024	Futurform Ltd	244694	113.72	113.72		500			Stationery
03/04/2024	Robson Electrics	91836	84.00	84.00		500			Emergency Lighting Mar 24
03/04/2024	Purnells 4 Print and Design	126609	57.60	57.60		500			Colour Prints
03/04/2024	Robson Electrics	91834	48.00	48.00		500			Emergency Lighting Mar 24
03/04/2024	Robson Electrics	91833	48.00	48.00		500			Emergency Lighting
03/04/2024	Robson Electrics	91835	48.00	48.00		500			Emergency Lighting Mar 24
03/04/2024	CRS Building Supplies Limited	0301/03618	15.95	15.95		500			Timber
03/04/2024	Ridge & Partners LLP	265475	3,498.00	3,498.00		500			Management Serv Mar 24
03/04/2024	Hey Belles Design Invoice	00053	500.00	500.00		500			Town Guide Design
03/04/2024	Clean Sweep	42	430.00	430.00		500			Carpet Cleaning
03/04/2024	Roberts Environmental Services	2224	7,398.00	7,398.00		500			Asbestos Removal
03/04/2024	Philip Hughes Associates LLP	2078	2,539.68	2,539.68		500			Phase 1 Alterations
03/04/2024	Western Fuel	3014428	827.40	827.40		500			Derv
03/04/2024	Teleshore (UK) Ltd	42808	679.85	679.85		500			Shoring Inspection/Maintenance
03/04/2024	Character Graphics Ltd	37153	498.00	498.00		500			Whats On Somerset Guide
03/04/2024	Roberts Waste Ltd	060185	403.92	403.92		500			Top Soil
03/04/2024	Bridgwater Mowers	090271	362.90	362.90		500			Various Service
03/04/2024	Press and Starkey	1406	300.00	300.00		500			Costing Exercise
03/04/2024	Roberts Waste Ltd	060052	291.00	291.00		500			Mixed Waste
03/04/2024	Glasdon UK Limited	51881497	4,038.26	4,038.26		500			Spaceliner Tyres
03/04/2024	SLCC Enterprises Ltd	QL200365-1	2,775.00	2,775.00		500			Level 6 Year 2 BA Hons Degree
03/04/2024	Knight Frank LLP	377122	1,230.90	1,230.90		500			Contractors Parking
03/04/2024	Cloudy Group Ltd	d-03144	1,227.59	1,227.59		500			Computer Equipment
03/04/2024	SLCC Enterprises Ltd	BK207262-1	480.00	480.00		500			Practitioners Conf Feb 23
03/04/2024	Somerset Council	30054804	434.23	434.23		500			Advertising Recharge
03/04/2024	Roberts Waste Ltd	059844	336.42	336.42		500			Top Soil
03/04/2024	Brandon Hire Station	13511229	301.27	301.27		500			Mini Excavator
03/04/2024	Rhino Fire Control	42009	265.33	265.33		500			Fire Extinguisher Service
03/04/2024	EDF Energy	18572384	177.16	177.16		500			Elec - 21.2-29.2
03/04/2024	Xtract2Clean	3433	160.00	160.00		500			Carpet Cleaning
03/04/2024	Somerset Council	847647	156.00	156.00		500			Vacancy Advertising
03/04/2024	Brandon Hire Station	13557209	151.20	151.20		500			6 No 2 Prop
03/04/2024	Screwfix Direct Ltd	1467428973	85.39	85.39		500			Work Boots/Grease
03/04/2024	SLCC Enterprises Ltd	BK211194-1	84.00	84.00		500			People Management Training
03/04/2024	Futurform Ltd	243314	79.94	79.94		500			A4 Level Arch Files
03/04/2024	Screwfix Direct Ltd	1465908862	47.99	47.99		500			Work Boots

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Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/04/2024	Screwfix Direct Ltd	1466555106	44.97	44.97		500			Dust Sheet/Blow Torch
03/04/2024	Futurform Ltd	243661	43.58	43.58		500			Mop and Handle
03/04/2024	SLCC Enterprises Ltd	BK209084-1	42.00	42.00		500			Allotment Training - Lorna
03/04/2024	CRS Building Supplies Limited	0301/03609	40.52	40.52		500			Timber
03/04/2024	Screwfix Direct Ltd	1466991062	37.98	37.98		500			Tarpaulin Sheets
03/04/2024	Screwfix Direct Ltd	1464174105	30.16	30.16		500			Nails/Washers
03/04/2024	Screwfix Direct Ltd	1467428981	26.78	26.78		500			Combination 5 Key Safe/Padlock
03/04/2024	Screwfix Direct Ltd	1470081296	25.25	25.25		500			Multipurpose Blade
03/04/2024	Screwfix Direct Ltd	1467428965	24.98	24.98		500			Wheelbarrow Wheel
03/04/2024	Screwfix Direct Ltd	1466555092	19.67	19.67		500			Cutting Discs/Market
03/04/2024	Screwfix Direct Ltd	1466555084	17.99	17.99		500			Combination 5 Key Safe
03/04/2024	Screwfix Direct Ltd	1462641873	11.99	11.99		500			Mig Welding Wire
03/04/2024	Screwfix Direct Ltd	1464174113	10.99	10.99		500			Elec Van First Aid Kit Refil
03/04/2024	Amazon Payments UK Limited	93500822	10.79	10.79		500			Blanking End Caps
03/04/2024	Screwfix Direct Ltd	1464638357	9.00	9.00		500			Rechargeable Batteries
03/04/2024	Screwfix Direct Ltd	1464174121	6.19	6.19		500			Stage Marking
03/04/2024	Water2Business	5065168883	1,419.06	1,419.06		500			CEMETERY QUANTOCK WATER 24-25
03/04/2024	Water2Business	5065168702	884.38	884.38		500			ST JOHN'S CEMETERY WATER 24-25
03/04/2024	Devon Association of Local Cou	INV5338	156.00	156.00		500			Purchase Ledger Payment
03/04/2024	Allstar Business Solutions Lim	E201851324	90.60	90.60		500			Purchase Ledger Payment
04/04/2024	FOLD Structural Engineers	0832	720.00	720.00		500			REPORT INSPECTION TRINITY HALL
05/04/2024	South West Councils	70008	598.80	598.80		500			MEMBERSHIP 01/04/24-31/03/25
05/04/2024	Sum Up Bank	Tranfer to	1,500.00			201		1,500.00	Trsfr to Sum up
08/04/2024	Radius Telematics Limited	103567999	2.40	2.40		500			Fleet Control
08/04/2024	Octopus Electric Vehicles Limi	K00073704	-1,172.47	-1,172.47		500			P/Ledger Electronic Payment
08/04/2024	Radius Telematics Limited	UK627700	-12.00	-12.00		500			P/Ledger Electronic Payment
08/04/2024	Octopus Electric Vehicles Limi	K00073704A	1,172.47	1,172.47		500			P/Ledger Electronic Payment
08/04/2024	Radius Telematics Limited	UK627700	12.00	12.00		500			P/Ledger Electronic Payment
08/04/2024	ADT Fire & Security	54839068A	123.29		20.55	4170	115	102.74	REVERSE PERIOD 2 PAY PERIOD 1
08/04/2024	ADT Fire & Security	54839683A	580.25		96.71	4170	115	483.54	REVERSE PERIOD 2 PAY PERIOD 1
08/04/2024	ADT Fire & Security	54839069A	120.92		20.15	4170	115	100.77	REVERSE PERIOD 2 PAY PERIOD 1
10/04/2024	Lyndon Brett Partnership	FG1177	6,482.11	6,482.11		500			Axe Rd Depot Quarterly Rent
10/04/2024	Allstar Business Solutions Lim	E201856754	-28.58	-28.58		500			P/Ledger Electronic Payment
10/04/2024	Allstar Business Solutions Lim	E201856754	28.58	28.58		500			P/Ledger Electronic Payment
15/04/2024	Bankine chg	CHG	71.30			4582	101	71.30	Bankine chg
15/04/2024	UK Fuels Ltd (Velocity)	103690677	7.20	7.20		500			CARD CHARGES
15/04/2024	Drive Electric t/a Fleetdrive	INV0003758	-1,138.74	-1,138.74		500			P/Ledger Electronic

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Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/04/2024	Drive Electric t/a Fleetdrive	INV0003758	1,138.74	1,138.74		500			Payment P/Ledger Electronic Payment
16/04/2024	Bramm	REF BO2527	790.00	790.00		500			Fixer Comp assessments
16/04/2024	Siemens Financial Services Lim	A10149597	-247.04	-247.04		500			P/Ledger Electronic Payment
16/04/2024	Siemens Financial Services Lim	A10149597	247.04	247.04		500			P/Ledger Electronic Payment
17/04/2024	Allstar Business Solutions Lim	E201860066	-102.05	-102.05		500			P/Ledger Electronic Payment
17/04/2024	Allstar Business Solutions Lim	E201860066	102.05	102.05		500			P/Ledger Electronic Payment
19/04/2024	Futurform Ltd	245593	9,087.60	9,087.60		500			Office Furniture
19/04/2024	Cloudy Group Ltd	D-03176	1,258.92	1,258.92		500			Microsoft 365 April 24
19/04/2024	CHRGs Ltd	BRIDG/05	3,798.17	3,798.17		500			Recruitment Service Mar 24
19/04/2024	PPL PRS Ltd	SIN2672647	718.80	718.80		500			Royalties Due
19/04/2024	Purnells 4 Print and Design	126687	1,019.00	1,019.00		500			Town Guide Booklets
19/04/2024	Robson Electrics	91860	929.70	929.70		500			Auto Dialler Sim Card + Credit
19/04/2024	Roberts Waste Ltd	060226	855.00	855.00		500			Mixed Waste
19/04/2024	Roberts Environmental Services	2223	390.00	390.00		500			Asbestos Survey - Reflections
19/04/2024	Roberts Waste Ltd	060369	228.00	228.00		500			Green Waste
19/04/2024	Futurform Ltd	245855	224.59	224.59		500			Hand Towels
19/04/2024	Amazon Payments UK Limited	2024-3	189.99	189.99		500			ReCreation Toys
19/04/2024	Kellands Plant Sales Ltd	2286	38.40	38.40		500			Ignition Switch
19/04/2024	Amazon Payments UK Limited	GB4ANSCAB	21.09	21.09		500			Easter Fayre
19/04/2024	Amazon Payments UK Limited	41612	19.40	19.40		500			Toys
19/04/2024	Amazon Payments UK Limited	126025756	12.86	12.86		500			Easter Fayre
19/04/2024	Amazon Payments UK Limited	32923	10.19	10.19		500			ReCreation Toys
19/04/2024	Amazon Payments UK Limited	122308383	9.89	9.89		500			ReCreation Toys
19/04/2024	Amazon Payments UK Limited	15219	5.71	5.71		500			ReCreation Toys
19/04/2024	RT Signs	30994	284.65	284.65		500			Vehicle Sign Writing
19/04/2024	Amazon Payments UK Limited	GB4A5SRAB	40.92	40.92		500			ReCreation Toys
19/04/2024	Amazon Payments UK Limited	54361	69.96	69.96		500			ReCreation Toys
19/04/2024	Connolly Wellingham Limited	051-011	6,845.33	6,845.33		500			STAGE 4 DESIGN TOWN DEAL
19/04/2024	WESSEX WATER SERVICES LTD	0029049	146.40	146.40		500			NEW WATER SUPPLY AXE ROAD
19/04/2024	INDUSTRIAL PRODUCTS ONLINE LTD	11102	3,447.60	3,447.60		500			HIGH SECURITY CAGE AXE ROAD
19/04/2024	Somerset Council	13002342 1	2,315.00	2,315.00		500			NNDR TOWN HALL 01/04/2024
19/04/2024	Somerset Council	04002345 1	568.05	568.05		500			NNDR CEMETERY 01/04/2024
19/04/2024	Somerset Council	04012343 1	341.05	341.05		500			NNDR TOWN HALL 01/04/2024
19/04/2024	Somerset Council	2600234x 1	1,063.75	1,063.75		500			NNDR AXE ROAD 01/04/2024
19/04/2024	Somerset Council	08015342 1	320.53	320.53		500			NNDR HAMP CENTRE

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Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/04/2024	Somerset Council	64002341 1	340.80	340.80		500			01/04/24 NNDR CEMETERY
19/04/2024	West Country Drainage Services	000110	325.00	325.00		500			01/04/2024 MANHOLE REPLACEMENT CEMETERIES
19/04/2024	Somerset Council	05002342	0.50	0.50		500			BLAKE MUSEUM NNDR CHARGE 24-25
19/04/2024	Ecotricity	04956600	42.00	42.00		500			ELECTRICITY BLAKE MUSEUM
19/04/2024	Lyndon Brett Partnership	4340	600.00	600.00		500			MARKETING FEES 46 HIGH STREET
19/04/2024	EDF Energy	18734526	395.23	395.23		500			ELECTRICITY TOWN HALL JAN-MAR
19/04/2024	EDF Energy	18675990	562.76	562.76		500			01/04-31/04 ELECTRIC AXE ROAD
19/04/2024	Zurich Municipal	532357970	304.56	304.56		500			POLICY YLL2720050443
19/04/2024	Plann	1774	5,850.00	5,850.00		500			SEAT DESIGN TOWN DEAL
19/04/2024	Plann	1749	5,850.00	5,850.00		500			SEATING SYSTEMS TOWN DEAL
19/04/2024	Plann	1770	2,700.00	2,700.00		500			THEATRE TECH TOWN DEAL
19/04/2024	Plann	1745	2,250.00	2,250.00		500			THEATRE TECH TOWN DEAL
19/04/2024	West Country Drainage Services	000110	65.00	65.00		500			MANHOLE REPLACEMENT CEMETERIES
19/04/2024	██████████	EXPENSES	76.03		12.67	4197	405	63.36	STAFF EXPENSES - OIL
19/04/2024	GRANT WESTON	EBP	5.00			570		5.00	KEY DEPOSIT
22/04/2024	British Gas Trading Limited	841677570	-3,807.94	-3,807.94		500			P/Ledger Electronic Payment
22/04/2024	British Gas Trading Limited	841677570	3,807.94	3,807.94		500			P/Ledger Electronic Payment
22/04/2024	Total Gas and Power	335407044A	4,455.80		742.63	4122	115	3,713.17	REVERSE PERIOD 2 PAY PERIOD 1
24/04/2024	Allstar Business Solutions Lim	E201862055	-184.26	-184.26		500			P/Ledger Electronic Payment
24/04/2024	Allstar Business Solutions Lim	E201862055	184.26	184.26		500			P/Ledger Electronic Payment
24/04/2024	QSS IT Ltd	D29743216	35.40	35.40		500			P/Ledger Electronic Payment
25/04/2024	Payroll	BACS	40,069.67			515		40,069.67	Payroll April
25/04/2024	Tax and PAYE	BACS	12,568.96			520		12,568.96	Tax and PAYE April
25/04/2024	Somerset Pension	BACS	14,798.72			525		14,798.72	Somerset Pension April
25/04/2024	Ben Filler	EBP	375.00			4446	301	375.00	10 hours driving lessons
25/04/2024	Somerset Web Services	SWS114475	-72.00	-72.00		500			P/Ledger Electronic Payment
25/04/2024	Somerset Web Services	SWS114558	-12.00	-12.00		500			P/Ledger Electronic Payment
25/04/2024	Somerset Web Services	SWS114475	72.00	72.00		500			P/Ledger Electronic Payment
25/04/2024	Somerset Web Services	SWS114558	12.00	12.00		500			P/Ledger Electronic Payment

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Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/04/2024	ALD AUTOMOTIVE LTD	19199756A	478.50		79.75	4215	301	398.75	REVERSE PERIOD 2 PAY PERIOD 1
29/04/2024	Autocross Euroshel Ltd	9052	12,804.00	12,804.00		500			BUS SHELTER
29/04/2024	Brandon Hire Station	13663881	151.20	151.20		500			6 No 2 Prop
29/04/2024	BRIDGWATER PLUMBING DAN PESTER	5076	186.00	186.00		500			HAMP REC NEW WATER SUPPLY
29/04/2024	Cloudy Group Ltd	03375	283.19	283.19		500			Dell Pro Keyboard & Mouse
29/04/2024	Cloudy Group Ltd	03402	1,747.08	1,747.08		500			Adobe Acrobat Pro for teams
29/04/2024	CID Fire & Security	27705	739.20	739.20		500			ALARM MAINTENANCE MUSEUM
29/04/2024	FLT Group	243223	316.36	316.36		500			LABOUR AND REPAIR MULTI TRUCK
29/04/2024	Inst of Cemetery & Crematorium	4759202425	100.00	100.00		500			ICCM membership
29/04/2024	John Morton Services	18/04/2024	135.00	135.00		500			WINDOW CLEANING TOWN HALL/HAMP
29/04/2024	Kellands Plant Sales Ltd	100408	187.32	187.32		500			KU-061700-3771 Relay
29/04/2024	M A Haggett	167	194.00	194.00		500			Flat Roof/Hopper Clean
29/04/2024	Museums in Somerset	HAR24	99.60	99.60		500			Priority Plus Membership 24/25
29/04/2024	NCKE-Trophies	161	10.00	10.00		500			ENGRAVING PERPETUAL CUP
29/04/2024	One Voice Media	INV-11590	6,000.00	6,000.00		500			BRIDGWATER BRAND WEBSITE
29/04/2024	QODA Consulting Ltd	107410	1,800.00	1,800.00		500			Consultancy Fees
29/04/2024	QSS IT Ltd	29743216	35.40	35.40		500			Network Support
29/04/2024	QSS IT Ltd	20565	70.50	70.50		500			TELEPHONE MUSEUM
29/04/2024	QSS IT Ltd	20566	856.96	856.96		500			MOBILE -BROADBAND TOWN HALL
29/04/2024	Rialtas Business Solutions Ltd	SM28862	1,545.60	1,545.60		500			Omega Cashbook Licence
29/04/2024	Rialtas Business Solutions Ltd	SM28864	672.00	672.00		500			Bookings Annual Licence
29/04/2024	Rialtas Business Solutions Ltd	SM28866	132.00	132.00		500			Making Tax Digital Subscriptio
29/04/2024	Rialtas Business Solutions Ltd	SM28865	369.60	369.60		500			Allotments Licence
29/04/2024	Rialtas Business Solutions Ltd	SM28863	870.00	870.00		500			Cemeteries Software Licence
29/04/2024	Roberts Waste Ltd	060429	291.00	291.00		500			Mixed Waste Kidsbury Allotment
29/04/2024	Robson Electrics	91904	329.98	329.98		500			CCTV INSTALLATION TOWN HALL
29/04/2024	Screwfix Direct Ltd	1479956805	20.99	20.99		500			Stain Block
29/04/2024	Screwfix Direct Ltd	1479956791	8.48	8.48		500			Toller/Paint Tray
29/04/2024	Screwfix Direct Ltd	1478752718	40.97	40.97		500			Membrane/Padlock
29/04/2024	Screwfix Direct Ltd	1478752726	8.47	8.47		500			Bucket/Gripper Gloves
29/04/2024	Screwfix Direct Ltd	1476892180	8.49	8.49		500			Paint Brushes
29/04/2024	Somerset Association of Local	3076	20.00	20.00		500			Principles of Int/Ext Audit
29/04/2024	Somerset Council	30061303	6,600.00	6,600.00		500			JOHN DEERE RIDE ON MOWER
29/04/2024	Southwest Digital Systems Ltd	89206	420.18	420.18		500			Photocopier Hire
29/04/2024	Take One Media Ltd	LF/1029667	156.00	156.00		500			Distribution of Visitor Guide
29/04/2024	Zurich Municipal	531881961	110.50	110.50		500			Insurance Policy YLL-

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Current/Liquidity Accounts

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									272005-04
29/04/2024	Blok 'N' Mesh Global Ltd	005 Bridgw	1,088.40	1,088.40		500			Fencing
29/04/2024	FUEL TANK SHOP FTS	FTS330817	1,674.80	1,674.80		500			BUNDED DIESEL TANK AXE ROAD
29/04/2024	FARESHARE SOUTH WEST	3801	3,900.00	3,900.00		500			ANNUAL MEMBERSHIP 12/23-12/24
29/04/2024	██████████	EXPENSES	78.94		13.16	4217	405	65.78	DIESEL FOR VEHICLES
29/04/2024	QSS IT Ltd	D20565	70.50	70.50		500			P/Ledger Electronic Payment
29/04/2024	QSS IT Ltd	D20566	856.96	856.96		500			P/Ledger Electronic Payment
30/04/2024	Bank Chg	CHG	38.84			4582	101	38.84	Bank Chg
30/04/2024	Novuna business finance	1002500294	-986.29	-986.29		500			P/Ledger Electronic Payment
30/04/2024	Suez Recycling and Recovery UK	33250178	-145.25	-145.25		500			P/Ledger Electronic Payment
30/04/2024	Suez Recycling and Recovery UK	33250180	-82.13	-82.13		500			P/Ledger Electronic Payment
30/04/2024	Novuna business finance	1002500294	986.29	986.29		500			P/Ledger Electronic Payment
30/04/2024	Suez Recycling and Recovery UK	33250178	145.25	145.25		500			P/Ledger Electronic Payment
30/04/2024	Suez Recycling and Recovery UK	33250180	82.13	82.13		500			P/Ledger Electronic Payment
Total Payments for Month			224,938.79	149,470.62	985.62			74,482.55	
Balance Carried Fwd			3,260,319.97						
Cashbook Totals			<u>3,485,258.76</u>	<u>149,470.62</u>	<u>985.62</u>			<u>3,334,802.52</u>	

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	643,245.14					643,245.14	
DIVI Banked 03/04/2024		2,858.31						
DIVI CCLA investment income		2,858.31			1870	101	2,858.31	CCLA investment income
Total Receipts for Month		2,858.31	0.00	0.00			2,858.31	
Cashbook Totals		<u>646,103.45</u>	<u>0.00</u>	<u>0.00</u>			<u>646,103.45</u>	

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

646,103.45

Cashbook Totals

646,103.45

0.00

0.00

646,103.45

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	320.13					320.13	
card	Banked 03/04/2024	28.40						
card	BTC credits	28.40		4.73	1805	105	23.67	BTC credits
	Banked 05/04/2024	1,500.00						
	Tranfer to Current/Liquidity Accounts	1,500.00			200		1,500.00	Trsfr to Sum up
VAR	Banked 30/04/2024	808.38						
	Sales Recpts Page 1531	808.38	535.60		101			Sales Recpts Page 1531
			60.00		104			Sales Recpts Page 1531
			212.78		105			Sales Recpts Page 1531
All	Banked 30/04/2024	38.41						
	Sales Recpts Page 1533	38.41	38.41		105			Sales Recpts Page 1533
All	Banked 30/04/2024	15.63						
	Sales Recpts Page 1534	15.63	15.63		105			Sales Recpts Page 1534
Sum Up	Banked 30/04/2024	41.31						
Sum Up	Pound shop	41.31			4839	404	41.31	Pound shop
Sum Up	Banked 30/04/2024	1.97						
Sum Up	Pantry income	1.97			1051	404	1.97	Panty coffees
Sum Up	Banked 30/04/2024	323.97						
Sum Up	Pantry income	323.97			1052	404	323.97	Pantry
Total Receipts for Month		2,758.07	862.42	4.73			1,890.92	
Cashbook Totals		<u>3,078.20</u>	<u>862.42</u>	<u>4.73</u>			<u>2,211.05</u>	

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/03/2024	Iceland	CARD	2.85			4496	101	2.85	Crisps
28/03/2024	Hungry Caterpillar	CARD	16.00			4496	101	16.00	Sandwiches
04/04/2024	Inkindirect	PAYMENT	69.62		11.60	4840	404	58.02	Local Pantry Items
04/04/2024	Moneysoft Ltd	PAYMENT	196.80		32.80	4402	101	164.00	Payroll Manager 100
09/04/2024	Euro Car Parts	PAYMENT	7.99		1.33	4221	405	6.66	Nylon Seat
16/04/2024	Sweetbox	PAYMENT	40.00			4179	401	40.00	Electricity Key Top Up
16/04/2024	Zettle Hungry	PAYMENT	16.00			4496	101	16.00	Sandwiches
16/04/2024	Iceland	PAYMENT	2.85			4496	101	2.85	Walkers Variety
18/04/2024	Somerset County Council Councitaunton	PAYMENT	232.00			4555	101	232.00	Section 171 Licence
18/04/2024	Zettle Hungry	PAYMENT	12.00			4496	101	12.00	Sandwiches
25/04/2024	Post Office Ltd	PAYMENT	8.95			4401	101	8.95	Postage
25/04/2024	Morrisons	PAYMENT	7.99			4496	101	7.99	Coffee
29/04/2024	Iceland	PAYMENT	1.35			4496	101	1.35	Milk
30/04/2024	Inkindirect	PAYMENT	71.77		11.96	4840	404	59.81	Local Pantry Items
30/04/2024	Iceland	PAYMENT	1.35			4496	101	1.35	Milk
30/04/2024	Zettle Smartphone	PAYMENT	100.00			4265	101	100.00	Iphone Screen Protectors
30/04/2024	Sum up chgs	CHG	15.06			4582	101	15.06	Sum up chgs
Total Payments for Month			802.58	0.00	57.69			744.89	
Balance Carried Fwd			2,275.62						
Cashbook Totals			<u>3,078.20</u>	<u>0.00</u>	<u>57.69</u>			<u>3,020.51</u>	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance Committee</u>							
<u>101 General Administration</u>							
1870 Interest Received	5,576	15,000	9,424			37.2%	
1900 Precept Received	3,071,221	3,071,221	0			100.0%	
General Administration :- Income	<u>3,076,797</u>	<u>3,086,221</u>	<u>9,424</u>			<u>99.7%</u>	<u>0</u>
4000 Salaries and Ers Nat Ins	23,045	433,570	410,525		410,525	5.3%	
4010 Tax and PAYE	1,824	0	(1,824)		(1,824)	0.0%	
4020 Pension	4,698	0	(4,698)		(4,698)	0.0%	
4040 Staff Expenses	149	5,000	4,851		4,851	3.0%	
4130 Insurances	48,339	40,000	(8,339)		(8,339)	120.8%	
4159 Health & Safety	0	1,500	1,500		1,500	0.0%	
4195 Furniture	0	5,000	5,000		5,000	0.0%	
4221 Protective Clothing & Uniforms	0	1,000	1,000		1,000	0.0%	
4265 Office Equipment	3,633	10,000	6,367		6,367	36.3%	
4400 Printing, Stationery, Copying	1,594	3,000	1,406	601	805	73.2%	
4401 Postage	9	200	191		191	4.5%	
4402 Software	582	2,000	1,418		1,418	29.1%	
4405 Photocopier Hire	541	4,000	3,459		3,459	13.5%	
4440 Telephone/IT support	6,272	25,000	18,728		18,728	25.1%	
4442 Mobile Phones	714	3,500	2,786		2,786	20.4%	
4445 Web Site	70	10,000	9,930		9,930	0.7%	
4446 Training	770	15,000	14,230		14,230	5.1%	
4460 Subscriptions	599	5,000	4,401		4,401	12.0%	
4496 Miscellaneous Expenses	258	500	242		242	51.5%	
4555 Professional Fees	4,225	30,000	25,775		25,775	14.1%	
4580 Audit Fees/Accounts	(1,122)	4,000	5,122		5,122	(28.1%)	
4581 Accounts Support	0	560	560		560	0.0%	
4582 Bank Charges	181	1,300	1,119		1,119	13.9%	
4583 SumUp Charges	0	1,000	1,000		1,000	0.0%	
4585 Valuation Fees	0	5,000	5,000		5,000	0.0%	
General Administration :- Indirect Expenditure	<u>96,380</u>	<u>606,130</u>	<u>509,750</u>	<u>601</u>	<u>509,148</u>	<u>16.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,980,417</u>	<u>2,480,091</u>	<u>(500,326)</u>				
<u>102 Civic Costs</u>							
4003 Members Allowances	0	19,840	19,840		19,840	0.0%	
4500 Mayor's Expenses	0	5,000	5,000		5,000	0.0%	
4521 Members Expenses	0	500	500		500	0.0%	
4522 Civic Gifts	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Remembrance Day	0	150	150		150	0.0%	
4531 Civic Signwriting	0	100	100		100	0.0%	
4535 Mayor's Events	0	4,000	4,000		4,000	0.0%	
4550 Twinning	0	2,300	2,300		2,300	0.0%	
4560 Elections	0	16,000	16,000		16,000	0.0%	
4600 Bridgwater Cup	0	100	100		100	0.0%	
Civic Costs :- Indirect Expenditure	0	48,490	48,490	0	48,490	0.0%	0
Net Expenditure	0	(48,490)	(48,490)				
Finance Committee :- Income	3,076,797	3,086,221	9,424			99.7%	
Expenditure	96,380	654,620	558,240	601	557,638	14.8%	
Movement to/(from) Gen Reserve	2,980,417						

Amenities106 Arts Centre

1000 Hall & Room Lettings	30	20,000	19,970			0.1%	
1800 Miscellaneous Income	0	1,000	1,000			0.0%	
1828 Bar Takings	0	12,000	12,000			0.0%	
1829 Box Office Receipts	106	18,000	17,894			0.6%	
1830 Gallery Sales Commission	6	1,000	994			0.6%	
Arts Centre :- Income	142	52,000	51,858			0.3%	0
4000 Salaries and Ers Nat Ins	3,689	74,874	71,185		71,185	4.9%	
4010 Tax and PAYE	297	0	(297)		(297)	0.0%	
4020 Pension	823	0	(823)		(823)	0.0%	
4115 Water & Sewerage	0	600	600		600	0.0%	
4122 Electricity	0	5,000	5,000		5,000	0.0%	
4156 Cleaning Material	0	1,000	1,000		1,000	0.0%	
4157 PRS Licence	0	500	500		500	0.0%	
4194 Heating	0	1,500	1,500		1,500	0.0%	
4197 Refurb and Maintenance	501	10,000	9,499	3,513	5,986	40.1%	
4250 Bar Costs	70	5,000	4,930		4,930	1.4%	
4251 Artist Fees	0	14,000	14,000		14,000	0.0%	
4252 Technical Costs	0	3,200	3,200		3,200	0.0%	
4256 Event Programming	0	15,000	15,000		15,000	0.0%	
4400 Printing, Stationery, Copying	0	100	100		100	0.0%	
4402 Software	166	850	684		684	19.5%	
4430 Publicity - M	0	2,500	2,500		2,500	0.0%	
4440 Telephone/IT support	0	1,000	1,000	282	718	28.2%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Web Site	0	500	500		500	0.0%	
4446 Training	0	2,500	2,500		2,500	0.0%	
Arts Centre :- Indirect Expenditure	5,545	138,124	132,579	3,795	128,783	6.8%	0
Net Income over Expenditure	(5,404)	(86,124)	(80,720)				
<u>115 Town Hall</u>							
1000 Hall & Room Lettings	846	20,000	19,154			4.2%	
Town Hall :- Income	846	20,000	19,154			4.2%	0
4000 Salaries and Ers Nat Ins	3,314	105,668	102,354		102,354	3.1%	
4010 Tax and PAYE	261	0	(261)		(261)	0.0%	
4020 Pension	739	0	(739)		(739)	0.0%	
4101 Business Rates	5,384	24,000	18,616		18,616	22.4%	
4102 Defibrillator	0	120	120		120	0.0%	
4115 Water & Sewerage	0	3,000	3,000		3,000	0.0%	
4122 Electricity	4,090	124,928	120,838		120,838	3.3%	
4151 Town Deal	41,775	0	(41,775)	202,339	(244,114)	0.0%	
4152 Town Hall Flat Conversion	0	0	0	168,119	(168,119)	0.0%	
4156 Cleaning Material	0	2,000	2,000		2,000	0.0%	
4159 Health & Safety	0	1,500	1,500		1,500	0.0%	
4170 Alarm & Fire Service	2,151	12,000	9,849	2,030	7,819	34.8%	
4175 Lamps & General Consumables	0	500	500		500	0.0%	
4180 Toilets	0	500	500		500	0.0%	
4185 Waste Disposal	100	700	600		600	14.3%	
4189 General Repairs	211	2,000	1,789		1,789	10.6%	
4190 Electrical Refurbishment	9,776	3,000	(6,776)		(6,776)	325.9%	
4192 Decoration and Tools	0	1,000	1,000		1,000	0.0%	
4194 Heating	3,173	65,210	62,037		62,037	4.9%	
4197 Refurb and Maintenance	534	75,000	74,466	10,491	63,975	14.7%	
4199 Security	275	500	225		225	55.0%	
4221 Protective Clothing & Uniforms	0	150	150		150	0.0%	
4441 IT Equipment	0	0	0	5,582	(5,582)	0.0%	
4442 Mobile Phones	0	574	574		574	0.0%	
4496 Miscellaneous Expenses	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	71,784	422,850	351,066	388,561	(37,494)	108.9%	0
Net Income over Expenditure	(70,938)	(402,850)	(331,912)				
<u>201 Museum</u>							
4101 Business Rates	1	1	1		1	50.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	0	300	300		300	0.0%	
4122 Electricity	934	17,619	16,685		16,685	5.3%	
4130 Insurances	100	100	0		0	99.6%	
4156 Cleaning Material	0	100	100		100	0.0%	
4159 Health & Safety	0	300	300		300	0.0%	
4170 Alarm & Fire Service	616	1,200	584		584	51.3%	
4175 Lamps & General Consumables	0	100	100		100	0.0%	
4185 Waste Disposal	472	260	(212)		(212)	181.6%	
4189 General Repairs	0	1,000	1,000	110	890	11.0%	
4190 Electrical Refurbishment	0	600	600		600	0.0%	
4192 Decoration and Tools	0	100	100		100	0.0%	
4197 Refurb and Maintenance	0	5,000	5,000	962	4,038	19.2%	
4221 Protective Clothing & Uniforms	0	200	200	161	39	80.7%	
4400 Printing, Stationery, Copying	0	200	200		200	0.0%	
4401 Postage	0	30	30		30	0.0%	
4405 Photocopier Hire	15	700	685		685	2.1%	
4430 Publicity - M	0	2,000	2,000		2,000	0.0%	
4440 Telephone/IT support	59	477	418		418	12.3%	
4496 Miscellaneous Expenses	0	300	300		300	0.0%	
4497 Administrative Expenses	0	300	300		300	0.0%	
4556 Risk Assessment Fees	0	150	150		150	0.0%	
4700 Archival Materials	0	100	100		100	0.0%	
Museum :- Indirect Expenditure	2,196	31,137	28,941	1,234	27,707	11.0%	0
Net Expenditure	(2,196)	(31,137)	(28,941)				
<u>301 Cemeteries</u>							
1800 Miscellaneous Income	44	0	(44)			0.0%	
1807 Right to Erect Memorials	3,100	18,000	14,900			17.2%	
1808 Burial Rights	5,010	30,000	24,990			16.7%	
1809 Internment Fees	6,350	42,000	35,650			15.1%	
1810 Use of Chapel	200	2,000	1,800			10.0%	
1812 Memorial Bench	667	3,000	2,333			22.2%	
1813 Commonwealth War Graves	0	316	316			0.0%	
1827 Labour Costs	120	0	(120)			0.0%	
Cemeteries :- Income	15,491	95,316	79,825			16.3%	0
4000 Salaries and Ers Nat Ins	9,626	184,351	174,725		174,725	5.2%	
4001 Agency Staff	0	3,500	3,500		3,500	0.0%	
4010 Tax and PAYE	910	0	(910)		(910)	0.0%	
4020 Pension	2,147	0	(2,147)		(2,147)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Business Rates	1,814	10,300	8,486		8,486	17.6%	
4122 Electricity	191	8,818	8,627		8,627	2.2%	
4159 Health & Safety	0	500	500		500	0.0%	
4177 Chapel Sundries	0	500	500		500	0.0%	
4197 Refurb and Maintenance	71	300	229		229	23.6%	
4199 Security	0	100	100		100	0.0%	
4204 Buildings General Maintenance	325	500	175	130	45	91.0%	
4205 Memorial Testing	0	1,000	1,000		1,000	0.0%	
4208 Emergency Lighting	80	550	470		470	14.5%	
4212 Statutory Building Checks	0	150	150		150	0.0%	
4213 Water Supply Unmetered	2,078	2,000	(78)		(78)	103.9%	
4214 Sewerage & Environmental Servi	0	4,000	4,000		4,000	0.0%	
4215 Van Lease	22	13,000	12,978		12,978	0.2%	
4217 Fuel	413	5,500	5,087		5,087	7.5%	
4218 Equipment Purchase	0	1,200	1,200		1,200	0.0%	
4220 Materials Grounds Hort Supplie	0	3,000	3,000		3,000	0.0%	
4221 Protective Clothing & Uniforms	0	600	600		600	0.0%	
4222 Bristol Rd Cemetery Extension	0	20,000	20,000	6,920	13,080	34.6%	
4223 Memorial Removal	0	1,000	1,000	1,260	(260)	126.0%	
4224 Van Hire	0	500	500		500	0.0%	
4225 Memorial Bench	0	0	0	667	(667)	0.0%	
4229 Equipment Hire	0	1,000	1,000		1,000	0.0%	
4230 Equipment Service	107	2,500	2,393	264	2,129	14.8%	
4231 Tree Survey	0	660	660		660	0.0%	
4257 Memorial Bench Maintenance	0	1,500	1,500		1,500	0.0%	
4265 Office Equipment	0	200	200		200	0.0%	
4400 Printing, Stationery, Copying	0	300	300		300	0.0%	
4401 Postage	0	500	500		500	0.0%	
4440 Telephone/IT support	0	500	500		500	0.0%	
4442 Mobile Phones	0	1,149	1,149		1,149	0.0%	
4446 Training	1,165	4,000	2,835		2,835	29.1%	
4496 Miscellaneous Expenses	0	150	150		150	0.0%	
Cemeteries :- Indirect Expenditure	18,948	273,828	254,880	9,241	245,639	10.3%	0
Net Income over Expenditure	(3,457)	(178,512)	(175,055)				
<u>310 Allotments</u>							
1821 Allotment Rents	368	2,000	1,632			18.4%	
Allotments :- Income	368	2,000	1,632			18.4%	0
4199 Security	0	28,000	28,000		28,000	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Allotment Costs	292	0	(292)	239	(531)	0.0%	
Allotments :- Indirect Expenditure	<u>292</u>	<u>28,000</u>	<u>27,708</u>	<u>239</u>	<u>27,469</u>	<u>1.9%</u>	<u>0</u>
Net Income over Expenditure	<u>76</u>	<u>(26,000)</u>	<u>(26,076)</u>				
<u>401 Facilities Support</u>							
1030 Rental Income	7,281	101,000	93,719			7.2%	
Facilities Support :- Income	<u>7,281</u>	<u>101,000</u>	<u>93,719</u>			<u>7.2%</u>	<u>0</u>
4000 Salaries and Ers Nat Ins	7,201	88,590	81,389		81,389	8.1%	
4010 Tax and PAYE	680	0	(680)		(680)	0.0%	
4020 Pension	1,606	0	(1,606)		(1,606)	0.0%	
4160 34-36 High Street	110	500	390		390	22.0%	
4162 48 High Street	0	500	500		500	0.0%	
4163 46 High Street	692	500	(192)	1,869	(2,061)	512.1%	
4167 Trinity Hall	600	0	(600)		(600)	0.0%	
4174 The Hut - Friarn Ave	1,058	2,500	1,442		1,442	42.3%	
4176 Cemetery Lodge	0	15,000	15,000		15,000	0.0%	
4178 Arts Centre	0	0	0	1,409	(1,409)	0.0%	
4179 Flats 51A/B/C Clare Street	40	1,000	960	965	(5)	100.5%	
4180 Toilets	0	45,000	45,000		45,000	0.0%	
4181 Arts Centre Town Deal	500	0	(500)	17,732	(18,232)	0.0%	
4183 Contingency Fund	0	30,000	30,000	954	29,046	3.2%	
4197 Refurb and Maintenance	0	0	0	1,001	(1,001)	0.0%	
4228 Electric Van	1,898	11,000	9,102		9,102	17.3%	
4270 Bus Shelters	10,670	700	(9,970)		(9,970)	1524.3%	
4281 Footfall Counter	0	13,336	13,336	5,900	7,436	44.2%	
4442 Mobile Phones	0	1,723	1,723		1,723	0.0%	
4640 Christmas Lights	0	42,000	42,000		42,000	0.0%	
4819 Trinity Hall	0	0	0	7,625	(7,625)	0.0%	
Facilities Support :- Indirect Expenditure	<u>25,055</u>	<u>252,349</u>	<u>227,294</u>	<u>37,455</u>	<u>189,839</u>	<u>24.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,774)</u>	<u>(151,349)</u>	<u>(133,575)</u>				
<u>404 Hamp Comm Centre (ReCreation)</u>							
1000 Hall & Room Lettings	655	5,000	4,345			13.1%	
1049 Pantry Membership	1,114	0	(1,114)			0.0%	
1050 Pantry £1 Shop	176	9,000	8,824			2.0%	
1051 Pantry Cafe	42	0	(42)			0.0%	
1052 Pantry dont use	(0)	0	0			0.0%	
Hamp Comm Centre (ReCreation) :- Income	<u>1,987</u>	<u>14,000</u>	<u>12,013</u>			<u>14.2%</u>	<u>0</u>

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries and Ers Nat Ins	675	11,698	11,023		11,023	5.8%	
4010 Tax and PAYE	58	0	(58)		(58)	0.0%	
4020 Pension	150	0	(150)		(150)	0.0%	
4101 Business Rates	644	1,200	556		556	53.6%	
4115 Water & Sewerage	155	2,500	2,345		2,345	6.2%	
4122 Electricity	0	10,000	10,000		10,000	0.0%	
4156 Cleaning Material	55	0	(55)	89	(144)	0.0%	
4158 Equipment	65	0	(65)	85	(150)	0.0%	
4159 Health & Safety	40	1,500	1,460		1,460	2.7%	
4170 Alarm & Fire Service	40	580	540		540	6.9%	
4185 Waste Disposal	62	0	(62)		(62)	0.0%	
4189 General Repairs	40	1,200	1,160	722	438	63.5%	
4194 Heating	212	0	(212)		(212)	0.0%	
4247 Direct Activities	0	15,160	15,160		15,160	0.0%	
4440 Telephone/IT support	35	0	(35)		(35)	0.0%	
4840 Pantry Costs	4,018	9,000	4,982		4,982	44.6%	
Hamp Comm Centre (ReCreation) :- Indirect Expenditure	6,250	52,838	46,588	896	45,692	13.5%	0
Net Income over Expenditure	(4,263)	(38,838)	(34,575)				
<u>405 Parks and Open Spaces</u>							
1031 St Matthew's Field	0	60,000	60,000			0.0%	
1032 West Street Market	0	50,000	50,000			0.0%	
1034 Market Charter	0	7,500	7,500			0.0%	
1035 Onstreet Concessions	0	5,000	5,000			0.0%	
Parks and Open Spaces :- Income	0	122,500	122,500			0.0%	0
4000 Salaries and Ers Nat Ins	3,352	712,918	709,566		709,566	0.5%	
4001 Agency Staff	1,166	15,000	13,834		13,834	7.8%	
4010 Tax and PAYE	358	0	(358)		(358)	0.0%	
4020 Pension	747	0	(747)		(747)	0.0%	
4101 Business Rates	2,124	11,500	9,376		9,376	18.5%	
4158 Equipment	4,268	30,825	26,557	71,447	(44,889)	245.6%	
4159 Health & Safety	44	2,500	2,456	690	1,766	29.4%	
4197 Refurb and Maintenance	1,697	30,000	28,303	12,003	16,300	45.7%	
4212 Statutory Building Checks	0	10,000	10,000		10,000	0.0%	
4214 Sewerage & Environmental Servi	356	30,000	29,644	13,493	16,151	46.2%	
4217 Fuel	2,297	35,000	32,703		32,703	6.6%	
4218 Equipment Purchase	0	0	0	21,537	(21,537)	0.0%	
4220 Materials Grounds Hort Supplie	0	1,500	1,500		1,500	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4221 Protective Clothing & Uniforms	634	5,000	4,366		4,366	12.7%	
4229 Equipment Hire	0	10,000	10,000		10,000	0.0%	
4230 Equipment Service	0	5,000	5,000		5,000	0.0%	
4231 Tree Survey	0	8,500	8,500		8,500	0.0%	
4236 St Matthew's Field	0	55,000	55,000		55,000	0.0%	
4242 Mansfield Park MUGA & Play Equ	0	90,000	90,000		90,000	0.0%	
4244 Planting Enhancements	0	15,000	15,000		15,000	0.0%	
4442 Mobile Phones	0	10,200	10,200		10,200	0.0%	
4446 Training	3,135	5,000	1,865	500	1,365	72.7%	
4964 Axe Road - The Unit Rent	8,589	30,000	21,411	2,223	19,188	36.0%	
4965 Parks Buildings & Structures	0	20,000	20,000		20,000	0.0%	
4967 Street Furniture/Signs/Bins	0	46,000	46,000	268	45,732	0.6%	
4968 Vehicles	14,540	210,820	196,280		196,280	6.9%	
4969 Parks & OS Health & Safety	1,372	7,500	6,128	1,813	4,315	42.5%	
4970 Parks Development	0	5,000	5,000		5,000	0.0%	
4971 Furniture Maintenance	0	3,000	3,000		3,000	0.0%	
4972 Vehicle Repair & Maintenance	485	11,000	10,515	264	10,252	6.8%	
Parks and Open Spaces :- Indirect Expenditure	45,163	1,416,263	1,371,100	124,237	1,246,862	12.0%	0
Net Income over Expenditure	(45,163)	(1,293,763)	(1,248,600)				
<u>406 Rollercoaster</u>							
1000 Hall & Room Lettings	0	2,000	2,000			0.0%	
1030 Rental Income	0	10,609	10,609			0.0%	
Rollercoaster :- Income	0	12,609	12,609			0.0%	0
4000 Salaries and Ers Nat Ins	0	11,698	11,698		11,698	0.0%	
4101 Business Rates	0	4,437	4,437		4,437	0.0%	
4115 Water & Sewerage	0	500	500		500	0.0%	
4122 Electricity	0	12,000	12,000		12,000	0.0%	
4156 Cleaning Material	0	3,000	3,000		3,000	0.0%	
4159 Health & Safety	0	500	500		500	0.0%	
4194 Heating	0	10,000	10,000		10,000	0.0%	
4197 Refurb and Maintenance	0	4,000	4,000		4,000	0.0%	
4199 Security	0	900	900		900	0.0%	
Rollercoaster :- Indirect Expenditure	0	47,035	47,035	0	47,035	0.0%	0
Net Income over Expenditure	0	(34,426)	(34,426)				
Amenities :- Income	26,114	419,425	393,311			6.2%	
Expenditure	175,234	2,662,424	2,487,190	565,658	1,921,533	27.8%	
Movement to/(from) Gen Reserve	(149,119)						

Community Services

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Community Development / Events</u>							
1047 Community	130	0	(130)			0.0%	
1802 Visitor Guide Income	0	500	500			0.0%	
1805 Sale of Postcards	3	20	17			15.0%	
1806 Sale of Calenders	0	500	500			0.0%	
1822 Band Concerts	0	300	300			0.0%	
1823 Christmas Fayre	0	300	300			0.0%	
1825 Community Events	20	0	(20)			0.0%	
Community Development / Events :- Income	<u>153</u>	<u>1,620</u>	<u>1,467</u>			<u>9.4%</u>	<u>0</u>
4000 Salaries and Ers Nat Ins	2,439	193,768	191,329		191,329	1.3%	
4010 Tax and PAYE	232	0	(232)		(232)	0.0%	
4020 Pension	544	0	(544)		(544)	0.0%	
4102 Defibrillator	0	10,000	10,000		10,000	0.0%	
4248 Devo Contingency	0	300,000	300,000		300,000	0.0%	
4249 School Crossing Patrols	0	3,600	3,600		3,600	0.0%	
4425 Advertising	0	5,000	5,000		5,000	0.0%	
4426 Visitor Guide	0	2,000	2,000		2,000	0.0%	
4427 Tourism Merchandise	0	500	500		500	0.0%	
4800 Grants	0	18,000	18,000		18,000	0.0%	
4806 Sports Sponsorship	0	1,500	1,500		1,500	0.0%	
4807 Fireworks Grant	1,920	6,500	4,580		4,580	29.5%	
4808 Band Concerts	0	3,000	3,000		3,000	0.0%	
4809 Youth Grants and Projects	0	10,000	10,000		10,000	0.0%	
4811 Bridgwater Together Match Fund	0	1,000	1,000		1,000	0.0%	
4812 BTC Events	113	15,000	14,888		14,888	0.8%	
4813 Rusty Road	0	2,000	2,000		2,000	0.0%	
4820 BCP	0	7,000	7,000		7,000	0.0%	
4822 Chamber of Commerce	0	500	500		500	0.0%	
4832 Sydenham Community Centre	0	20,000	20,000		20,000	0.0%	
4833 Hamp Community Association	0	0	0	2,147	(2,147)	0.0%	
4834 Victoria Community Centre	0	20,000	20,000		20,000	0.0%	
4836 Community Drop In	0	2,500	2,500		2,500	0.0%	
Community Development / Events :- Indirect Expenditure	<u>5,247</u>	<u>621,868</u>	<u>616,621</u>	<u>2,147</u>	<u>614,473</u>	<u>1.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,094)</u>	<u>(620,248)</u>	<u>(615,154)</u>				
<u>402 Town Team</u>							
1804 Snowflakes Stalls	0	650	650			0.0%	
Town Team :- Income	<u>0</u>	<u>650</u>	<u>650</u>			<u>0.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4156 Cleaning Material	0	0	0	480	(480)	0.0%	
4428 Town Centre Website	5,000	600	(4,400)	5,000	(9,400)	1666.7%	
4802 Shop Front Grant	250	1,500	1,250		1,250	16.7%	
4803 Snowflakes	0	4,500	4,500		4,500	0.0%	
Town Team :- Indirect Expenditure	<u>5,250</u>	<u>6,600</u>	<u>1,350</u>	<u>5,480</u>	<u>(4,130)</u>	<u>162.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,250)</u>	<u>(5,950)</u>	<u>(700)</u>				
Community Services :- Income	153	2,270	2,117			6.7%	
Expenditure	10,497	628,468	617,971	7,627	610,343	2.9%	
Movement to/(from) Gen Reserve	<u>(10,344)</u>						
Grand Totals:- Income	3,103,065	3,507,916	404,851			88.5%	
Expenditure	282,112	3,945,512	3,663,400	573,886	3,089,514	21.7%	
Net Income over Expenditure	<u>2,820,953</u>	<u>(437,596)</u>	<u>(3,258,549)</u>				
Movement to/(from) Gen Reserve	<u>2,820,953</u>						

The Internal Audit objectives are detailed below with confirmation of how I ensured compliance:

A - Appropriate accounting records were kept throughout the financial year, **I was able to see detailed sales and purchase ledgers for the whole year to confirm this had been the case.**

B- The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for - **I checked a sample of invoices paid against the relevant physical invoice and there were no discrepancies**

C- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these **I was able to view the Risk Management Scheme on the website, I could see it had been recently updated and could check risks identified with regards to the accounts.**

D- The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate - **I was able to check minutes and agendas to confirm this was the case.**

E- Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT appropriately accounted for - **I checked a sample of invoices raised against the relevant scale of charges and there were no discrepancies**

F- Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for - **I checked 2 samples of petty cash paid against the relevant receipts and there were no discrepancies**

G- Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI were appropriately applied. **I checked the total paid from the payroll system to that shown on the ledger. There was a small discrepancy which was explained, procedures will be changed going forward to reduce the risk of a reoccurrence. I checked 2 months had been signed off as detailed in the Risk Management Scheme.**

H- Asset and investments registers were complete and accurate and properly maintained. **I was able to view the asset register and to validate that 2 items thereon were still in ownership by viewing photos of these.**

I- Periodic bank account reconciliations were properly carried out during the year, **I was provided with bank reconciliations for all accounts for all months.**

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. **I was able to see the**

underlying invoice records that made up the accounts and those checked were properly recorded.

K- If the authority certified itself as exempt from a limited assurance review in 2022/3, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/3 AGAR tick "not covered") **the authority had a limited assurance review of its 2022/3 AGAR so this was 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 **I was able to view this on the website**

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 2022/3 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set) **I was able to view this on the website**

N- The authority has complied with the publication requirements for the 2022/3 AGAR **I was able to view this on the website**

O- Trust Funds **Not applicable**