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Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting
Ref: FIN04/2324
Tuesday 19th December 2023
at 19:00hrs
Council Chamber, Garth House, Launton Rd, OX26 6PS

Members:
Cllr Paul Wheatley – **Chairman**, Cllr Tom Beckett – **Vice-Chairman**
Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr Sam Holland,
Cllr Harry Knight, Cllr Rachel Mallows, Cllr Christopher Pruden, Cllr Alisa Russell
and Cllr Les Sibley

Other Circulation, Substitute Members:
Cllr Damien Maguire, Cllr Nicholas Mawer, Cllr Rich Oliver and Cllr Jim Web

Other Circulation:
Cllr John Broad, Cllr Sandy Dallimore, Cllr Simon Lytton, Cllr Dan Sames
and Cllr Lynn Pratt

BICESTER
TOWN COUNCIL

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13 December 2023

To all Members of the Finance Committee

You are hereby summoned to attend a meeting of the **Finance Committee** at **Council Chamber, Garth House, Launton Rd, OX26 6PS** on **Tuesday 19th December 2023** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Finance Committee

(Pages 5 - 8)

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meetings:

FIN02/2324 – 8th August 2023
FIN03/2324 – 3rd October 2023

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Finance Report (Pages 9 - 31)

As per Financial Regulation 4.8, committee is asked to **REVIEW** the attached Income, Expenditure and Variances Report to Month 8. To include answers to the following:

- A request for a detailed breakdown on Events expenditure
- Check on the invoicing re Cost Centre 401
- Detail on income described as “Whitelands room hire”
- A credit for dog bin emptying

6. Bank Balances (Pages 32 - 34)

As per Financial Regulation 2.2, committee is asked to **NOTE** the attached report detailing bank balances at end of November 2023 and note that Cllr Wheatley has signed the monthly bank reconciliations for the year to 31st October 2023 (it is anticipated that by the meeting date Cllr Wheatley will also have signed those for November 2023) .

7. Payments (Pages 35 - 74)

As per Financial Regulation 5.2, committee is asked to **APPROVE** the payment schedules since those agreed at the meeting on 10th October 2023.

8. Aged Debtors (Pages 75 - 76)

In addition to Financial Regulation 5.2, committee is asked to **NOTE** the Aged Debtors as of 30th November 2023

9. Aged Creditors (Pages 77 - 78)

In addition to Financial Regulation 5.2, committee is asked to **NOTE** the Aged Creditors as of 30th November 2023.

10. Internal Auditor's Report (Pages 79 - 94)

An interim internal audit was conducted on 14 November 2023 and the Committee is asked to **CONSIDER** the resulting report.

11. Action Plan (Pages 95 - 96)

Committee is asked to **REVIEW** the attached Action Plan.

12. Additional Matters on the Agenda

There are three items upon which the Committee and its Chair have been clear that they require to be on this agenda – these are Utility Usage (minute 32/2324 refers); Best Kept Allotment (minute 35/2324 refers) and Manston Park Goal Posts (minute 37/2324 refers). However, the locum RFO has been unable to progress any of these matters.

13. Budget (Pages 97 - 114)

To **CONSIDER** and **APPROVE** the draft budget for 2024/25.

14. Appointment of RFO

To **RECEIVE** an oral report about the appointment of a permanent RFO and formulate a recommendation to Full Council.

15. Date of Next Meeting

Tuesday 13th February 2023 – 7pm, The Chamber Room, Garth House

Close of Meeting:

Minutes of the Finance Committee

An extraordinary meeting of the **Finance Committee** was held on **Tuesday 8th August 2023** at **20:08 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Paul Wheatley (Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Christopher Pruden
Cllr Les Sibley

In Attendance:
Cllr Damien Maguire (for Cllr Tom Beckett)
Cllr Nicholas Mawer
Cllr Jim Webb
Louise Steele – Locum RFO
Dominic Hilton – Administration Officer

41/2324 Apologies for Absence

RESOLVED that apologies be received from Cllr Tom Beckett and Cllr Rachel Mallows.

42/2324 Declarations of Interest

RESOLVED that no declarations were received.

43/2324 Public Session

RESOLVED that the Committee received no representations.

44/2324 Minutes of the Finance Committee

RESOLVED to confirm the minutes of the Finance Committee meeting **FIN01/2324** held on Tuesday 6th June 2023 were **NOTED** and **APPROVED**

45/2324 Exclusion of Press and Public

RESOLVED That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicly would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

46/2324 Bank Mandates for all Council Accounts

The Committee considered a tabled report by the Locum RFO about the signatories and mandates for the Lloyds, Santander and CCLA accounts

RESOLVED that Committee recommends to Full Council that new mandates be agreed for the Lloyds, Santander and CCLA accounts. That, if possible, the mandates should specify that all payments should be authorised by two signatories, one from Group A and one from Group B (if the split into groups is not administratively possible on the bank's part it should still be implemented internally). Group A to comprise the Town Clerk; the Responsible Finance Officer and the Service Manager; Group B to comprise Councillors to be nominated by Full Council.

47/2324 Date of Next Meeting

- Tuesday 10th October 2023 – 7pm, The Chamber Room, Garth House.

Close of meeting: 20:33 hrs

Signed ………………………………………... Dated ………………………………………...

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 10th October 2023** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:
Cllr Paul Wheatley (Chairman)
Cllr Tom Beckett (Vice-Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Sam Holland
Cllr Harry Knight
Cllr Alisa Russell

In Attendance:
Louise Steel, Locum RFO

48/2324 Apologies for Absence

RESOLVED that apologies be received from Cllr Les Sibley.

49/2324 Declarations of Interest

RESOLVED that no declarations were received.

50/2324 Minutes of the Finance Committee

The minutes of the extraordinary Finance Committee meeting **FIN02A/2324** held on Tuesday 8th August 2023 had not been circulated with the agenda and were deferred for approval at the next meeting taking place on Wednesday 20th December 2023.

51/2324 Public Session

RESOLVED that the Committee received no representations.

52/2324 Finance Report

RESOLVED that Committee **RECEIVED & NOTED** the Income, Expenditure and Variances Report to Month 5 (the end of August 2023).

Questions were asked in relation to the following:

- A request for a detailed breakdown on Events expenditure
- Check on the invoicing re Cost Centre 401
- Detail on income described as “Whitelands room hire”
- A credit for dog bin emptying

The Locum RFO undertook to answer those questions in due course.

53/2324 Bank Balances

RESOLVED that Committee received the consolidated bank reconciliation for the period ending 31 August 2023 and **APPROVED** the bank balances and nominated Cllr Wheatley to sign the bank reconciliation.

54/2324 Payments

RESOLVED that the Committee **APPROVED** the schedule of payments totalling £576,374.45 made since those reported to Finance Committee on 6th June 2023.

Signed ……………………………………….. Dated ………………………………………..

55/2324 Aged Creditors

RESOLVED that Committee **NOTED** the Aged Creditors as at 31st August 2023.

56/2324 Aged Debtors

RESOLVED that Committee **NOTED** the Aged Debtors as at 31st August 2023.

57/2324 Independence & Competence of the Internal Auditor

RESOLVED to make the following recommendations to Full Council, that:

- Annually, the agenda for the first meeting of Council following Mayor Making includes the appointment of the Internal Auditor as a standing item;
- In advance of each of the above meetings the Finance Committee considers the independence and competence of the putative internal auditor;
- The ongoing appointment of Mulberry & Co as the Council's internal auditor for the financial year 2023/24 be confirmed; and
- Mulberry & Co also be appointed for the financial years 2024/25 and 2025/26 in order to take advantage of a three-year fixed fee offer.

58/2324 Review of the Effectiveness of Internal Control

RESOLVED that Committee **APPROVED** the action plan to address weaknesses identified in the systems of internal control.

59/2324 Forward Plan

RESOLVED that Committee **NOTED** the forward plan and that the items listed on it were complete. It was **AGREED** that this item would become an Action Plan (populated in the first instance with actions agreed at minute no 58/2324 above)**.** The Committee also noted that the following items had been omitted from the agenda and asked that these items go to the next meeting of Full Council – Utility Usage (minute 32/2324 refers); Best Kept Allotment (minute 35/2324 refers) and Manston Park Goal Posts (minute 37/2324 refers).

60/2324 Exclusion of Press and Public

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

61/2324 Bicester Town Council Feasibility Report

RESOLVED that Committee **APPROVED** the spend of £4,000 from EMR BTC Premises.

62/2324 Date of Next Meeting

Wednesday 20th December 2023 – 7pm, The Chamber Room, Garth House

Signed ………………………………………... Dated ………………………………………...

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 19th October 2023

Finance Report

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Louise Steele – Locum Responsible Financial Officer
Contact: 01869 252915 louise.steele@bicester.gov.uk

Ward Affected: All Wards

1. **Overview**
   This is a standing report of the monthly Income & Expenditure to inform the Councillors of any possible overspending within the budget.

2. **Background**

   Appended to this report is a detailed finance report showing the Council's expenditure to the end of August 2023 – the first five months of the current financial year. The report compares expenditure against the full year agreed budget. Key variances that are apparent are summarised overleaf.

   Structure and Interpretation of the Report

   This is a "Cost Centre Report" and gives income and expenditure for each of the Council's cost centres (there are 15 in total). A cost centre is a separate service or area of expenditure, for example open spaces are one cost centre and the Garth House another. Each cost centre is given as a three digit number with a narrative description beside it and they are:

   102 Civic & Democratic
   105 Central Services
   106 Garth House
   107 Garth Lodge
   108 Corporate Finance
   109 Community Support
   110 Projects
   300 Environmental Services
   301 Open Spaces
   305 Pingle Field
   306 Sunderland Drive
   501 Town Council Events
   601 Cemetery
   801 Street Scene
   901 Earmarked Reserves

There is a sub-total showing “Net Income over Expenditure” for each cost centre and at the end of the report a set of Grand Totals shows the total “Net Income over Expenditure” for the whole Town Council. On these totals a positive figure say **37,568** indicates that income was more than expenditure by that amount whereas a negative figure (in brackets) thus **(19,808)** indicates that expenditure exceeded income. Note that for all figures in this report a £ sign is assumed but not actually stated.

Within the costs centres the information is arranged in columns. Reading across the columns from left to right:

1. First column (no heading) is a four figure digit which is the nominal code; a four digit code that starts with 1 is an income code, if it starts with 4 it’s an expenditure code Nominal codes describe the type of expenditure or income.

2. Second column (no heading) is a brief narrative description of each nominal code

3. Third column headed “Actual Last” (in a change to previous reports which had current month expenditiure) is the figures for the previous financial year.

4. Fourth column headed “Actual Year To Date” is the part year figures for this year so for this particular report that’s just April 2023.

5. Fifth column headed “Current Annual Bud[get]” is the full year budget figures for the current financial year 1 April 2023 to 31 March 2024 as agreed by Council on 16 January 2023. Note that in the preparation of the budget for 2024/2025 it became apparent that the budget figures did not accurately reflect the budget agreed – these have been amended and are correct for this report.

6. Sixth column headed “Variance Annual Total” is the difference between the actual expenditure to date (Column 4) and the Annual Budget (Column 5) a figure with brackets around it in this column indicates that the budget has been exceeded or that there has been expenditure where there was no matching budget. Sometimes this indicates unanticipated expenditure.

7. The seventh column headed “Committed Expenditure” is now (sparsely) populated because the Council has recently implemented the commitments accounting system more data will show in this column in future reports.

8. The eight column headed “Funds Available” shows figures mainly the same as those in column six against expenditure codes. As more “commitments” are entered then the information in this column will be different from the sixth column due to the anticipated spend.

9. Ninth column headed “% Spent” shows the percentage of the budget spent (or received). So, in this report and for regular payments or income it would be reasonable to expect the final column “% spent” to show something in the region of 8.5% (being one twelfth). Of course not all expenditure or income is spread evenly across the year and Councillors will be reliant on a specific commentary (below) from the RFO to identify areas where the figures are not where she would expect them to be at this point in the year (and where, in accordance with Financial Regulation 4.8 items are likely to produce a material variance of either £1,000 or 15% of budget at or before the year end).

2. Other Information

On 10th October 2023 the Committee asked the Interim RFO to address the following questions:

i) A request for a detailed breakdown on Events expenditure

A detailed breakdown of all transactions for the cost centre 501 - Town Events is appended to this report

ii) Check on the invoicing re Cost Centre 401

The interim RFO will report orally on this question.

iii) Detail on income described as “Whitelands room hire”

A detailed breakdown of all transactions for this code is attached – the transactions are confirmed as being for room hire at Whitelands

iv) A credit for dog bin emptying

A detailed breakdown of all transactions for this code is attached – it demonstrates that an accrual was made at the end of 2023/24 for a sum greater than was subsequently paid. The difference is VAT – the accrual was gross of VAT and the payment was (correctly) net of VAT.

3. Recommendation

Councillors are asked to **REVIEW** the information given in this report.

Code		Actual Last Year	Actual Year to Date	Current Annual Budget	Variance	% Spent	Commentary
		£	£	£	£		
102	**Civic & Democratic**						
4159	Elections	0	11,594	3,000	(8,594)	386.5%	
105	**Central Services**						
4003	Temporary Staff	10,792	29,358	2,500	(26,858)	1,174.3%	Cost of temporary staff to cover the RFO role
4020	Mobile Phones	929	966	600	(366)	160.9%	Additional mobile phone lines have been provided
4021	Office Phones	2437	2077	2000	(77)	103.8%	
4024	Subscriptions	6,188	13,172	4,500	(8,672)	295.2%	Overspend generated by the increased cost of ModGov
4034	Computer Support	30,944	22,332	29,100	6,768	76.7%	At current rate of spend this will exceed budget before the end of year – there is additional call on IT support – new councillors and staff turnover contribute to this
106	**Garth House**						
1010	Income – Garth Lettings	348	240	3,000	2,760	8.0%	Casual lettings income is significantly below that budgeted for both this year and last
4039	Waste Removal	1.222	2,276	1,250	(1,026)	182.1%	Possible miscodings to be investigated
108	**Corporate Finance**						
1096	Interest Received	40,492	80,433	3000	(77,433)	2681.1%	Interest and dividends on investment significantly higher than anticipated in the budget.
4099	Misc Expenses	0	5,322	0	(5,322)		The Locum RFO has used this code as a suspense code and has place here two BACs payments which have cleared the bank but she is unable to identify them. Sometimes these things become clearer in the natural course of events – more work to be undertaken to identify these payments and allocate them correctly
300	**Environmental Services**						

4003	Temporary Staff	42,745	20,842	6,500	(14,,342)	320.7%	Needed to cover staff vacancies and in part covered by underspend against salary codes 4000-2
4042	Mtce Machinery	5,139	7,186	7,000	(187)	102.7%	There has been significant breakdown of machinery this year
4178	Vehicle Mtce	4,001	4,926	3,000	(1,926)	164.2%	It appears that the budget may not be adequate for the level of maintenance required
308	**Whitelands Sports Village**						
4003	Temporary Staff	0	8,394	10,000	1,606	83.9%	Needed to cover staff vacancies but not adequately covered by an underspend against salary codes 4000-2 Though no increase since end of August
4011	Rates	0	20,676	2000	(18,676)	1033.8%	Expenditure includes £13847 in respect of the current year and £6829 for the period 28/9/22 to 31/3/23 (and not accrued for) –the initial budget was set below the level originally indicted
4014	Electric	0	17,209	8,000	{9,209)	215.1%	
4039	Waste Removale	2,281	5,999	2,500	(3,499)	240.0%	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Civic and Democratic							
1013	Inc Civic Miscellaneous	407	2,633	0	(2,633)			0.0%
1014	Inc-Miscellaneous	91	20	0	(20)			0.0%
	Civic and Democratic :- Income	**498**	**2,653**	**0**	**(2,653)**			
4004	Cleaning Contract	0	2,563	0	(2,563)		(2,563)	0.0%
4031	Modern Gov	8,300	7,843	9,000	1,158		1,158	87.1%
4099	Miscellaneous Expences	800	245	0	(245)		(245)	0.0%
4150	Mayor's Expenses	1,750	0	1,750	1,750		1,750	0.0%
4159	Elections	0	11,594	3,000	(8,594)		(8,594)	386.5%
4160	Civic Expenses	11,783	722	2,000	1,278	22	1,256	37.2%
4161	Civic Mayor Making	0	1,037	1,100	63		63	94.3%
4162	Civic Flag Raising	0	2,083	900	(1,183)		(1,183)	231.4%
4163	Civic Service & Parade	0	3,270	3,800	530	60	471	87.6%
4164	Civic Rememberance	0	2,298	3,200	902	2,675	(1,773)	155.4%
4209	Member's Allowances	13,736	12,310	14,000	1,690		1,690	87.9%
4210	Mayor's fundraising expences	961	3,942	0	(3,942)	1,344	(5,286)	0.0%
	Civic and Democratic :- Indirect Expenditure	**37,331**	**47,905**	**38,750**	**(9,155)**	**4,100**	**(13,256)**	**134.2%**
	Net Income over Expenditure	**(36,833)**	**(45,252)**	**(38,750)**	**6,502**			
105	Central Services							
1014	Inc-Miscellaneous	0	1,020	0	(1,020)			0.0%
	Central Services :- Income	**0**	**1,020**	**0**	**(1,020)**			
4000	Salaries	153,408	99,180	183,000	83,820		83,820	54.2%
4001	Ers National Insurance	15,248	9,464	20,000	10,536		10,536	47.3%
4002	Ers Pension	32,134	21,522	35,000	13,478		13,478	61.5%
4003	Temporary Staff	10,792	29,358	2,500	(26,858)		(26,858)	1174.3%
4004	Cleaning Contract	0	463	0	(463)		(463)	0.0%
4009	Staff Travel	0	0	250	250		250	0.0%
4012	Water Charges	0	784	0	(784)		(784)	0.0%
4015	Health and Safety	2,292	754	2,000	1,246		1,246	37.7%
4016	Uniform & PPE	0	311	0	(311)		(311)	0.0%
4017	Cleaning Materials	0	523	0	(523)		(523)	0.0%
4020	Mobile Phones	929	966	600	(366)		(366)	160.9%
4021	Office Phones	2,437	2,077	2,000	(77)		(77)	103.8%
4022	Post	394	3	0	(3)		(3)	0.0%
4023	Stationery	1,692	777	2,400	1,623	118	1,505	37.3%
4024	Subscriptions	6,188	13,172	4,500	(8,672)	113	(8,785)	295.2%
4025	Insurance	18,970	21,098	25,000	3,902		3,902	84.4%
4026	Printing	0	413	0	(413)		(413)	0.0%

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4027	Ref. Booksand Publications	0	0	150	150		150	0.0%
4030	Advertising & Promotions	0	5,000	0	(5,000)		(5,000)	0.0%
4032	Recruitment Advertising	753	129	300	171		171	43.0%
4033	Office Expenses	1,323	835	1,200	365	78	287	76.1%
4034	Computer Support	30,944	22,332	29,100	6,768		6,768	76.7%
4038	Furniture & Furnishing	0	207	0	(207)		(207)	0.0%
4040	Website	613	270	1,300	1,030		1,030	20.8%
4041	Photocopier	1,050	909	0	(909)		(909)	0.0%
4055	Press & PR	1,500	(170)	2,750	2,920		2,920	(6.2%)
4056	Legal and Professional Fees	4,778	9,091	10,000	910		910	90.9%
4057	Audit Fees	2,415	2,674	4,000	1,326		1,326	66.8%
4058	Accountancy & Payroll	5,021	2,346	6,500	4,154		4,154	36.1%
4070	Training & Conferences	6,290	6,661	7,500	839		839	88.8%
4097	HR	1,180	0	5,400	5,400		5,400	0.0%
4099	Miscellaneous Expences	0	375	0	(375)		(375)	0.0%
4169	Newsletter	15,000	10,000	15,000	5,000		5,000	66.7%
	Central Services :- Indirect Expenditure	**315,351**	**261,520**	**360,450**	**98,930**	**309**	**98,621**	**72.6%**
	Net Income over Expenditure	**(315,351)**	**(260,500)**	**(360,450)**	**(99,950)**			
106	Garth House							
1001	Inc-Nais House	4,000	4,800	4,800	0			100.0%
1002	Inc-CAB Rent	4,250	4,250	4,250	0			100.0%
1007	Inc-Registrars	1,260	1,250	1,250	0			100.0%
1010	Inc-Garth Rooms Lettings	348	240	3,000	2,760			8.0%
	Garth House :- Income	**9,858**	**10,540**	**13,300**	**2,760**			**79.2%**
4004	Cleaning Contract	5,145	3,021	4,000	979		979	75.5%
4011	Rates	5,364	5,632	24,000	18,368		18,368	23.5%
4012	Water Charges	31	(122)	300	422		422	(40.5%)
4013	Gas	1,147	686	2,000	1,314		1,314	34.3%
4014	Electric	1,650	666	2,500	1,834		1,834	26.6%
4015	Health and Safety	0	1,306	0	(1,306)		(1,306)	0.0%
4017	Cleaning Materials	15	34	100	66	25	40	59.7%
4023	Stationery	0	91	0	(91)		(91)	0.0%
4036	Grounds & Buildings Mtce	7,678	1,402	5,000	3,598	1,963	1,634	67.3%
4039	Waste Removal	1,222	2,276	1,250	(1,026)		(1,026)	182.1%
4130	Building Security	1,155	240	1,500	1,260	180	1,080	28.0%
4203	Window Cleaning	735	245	1,200	955	294	661	44.9%
	Garth House :- Indirect Expenditure	**24,142**	**15,478**	**41,850**	**26,372**	**2,463**	**23,909**	**42.9%**
	Net Income over Expenditure	**(14,284)**	**(4,938)**	**(28,550)**	**(23,612)**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107	Garth Lodge							
1006	Inc-Garth Lodge	12,871	6,425	13,200	6,775			48.7%
	Garth Lodge :- Income	**12,871**	**6,425**	**13,200**	**6,775**			**48.7%**
4012	Water Charges	0	53	0	(53)		(53)	0.0%
4052	Garth Lodge Costs	1,320	1,028	2,500	1,473		1,473	41.1%
4130	Building Security	0	1,080	0	(1,080)		(1,080)	0.0%
	Garth Lodge :- Indirect Expenditure	**1,320**	**2,161**	**2,500**	**339**	**0**	**339**	**86.4%**
	Net Income over Expenditure	**11,551**	**4,264**	**10,700**	**6,436**			
108	Corporate Finance							
1014	Inc-Miscellaneous	0	3,000	0	(3,000)			0.0%
1076	Inc-Precept	1,684,269	1,765,879	1,717,954	(47,925)			102.8%
1096	Inc-Interest Received	40,492	80,433	3,000	(77,433)			2681.1%
	Corporate Finance :- Income	**1,724,761**	**1,849,312**	**1,720,954**	**(128,358)**			**107.5%**
4059	Bank Charges	1,773	1,382	2,000	618		618	69.1%
4099	Miscellaneous Expences	0	5,322	0	(5,322)		(5,322)	0.0%
4306	Loan Repayments	10,661	5,260	11,000	5,740		5,740	47.8%
	Corporate Finance :- Indirect Expenditure	**12,434**	**11,965**	**13,000**	**1,035**	**0**	**1,035**	**92.0%**
	Net Income over Expenditure	**1,712,326**	**1,837,347**	**1,707,954**	**(129,393)**			
109	Community Support							
4011	Rates	0	2,001	0	(2,001)		(2,001)	0.0%
4060	CAB	8,250	0	8,250	8,250		8,250	0.0%
4061	Grants to Voluntary Org.	21,048	15,562	22,000	6,438		6,438	70.7%
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%
4064	OYAP	12,000	6,000	12,000	6,000		6,000	50.0%
4065	TVP Crime Partnership	3,600	0	3,600	3,600		3,600	0.0%
4131	Bicester Vision Manager	5,000	5,000	5,000	0		0	100.0%
4133	Partnership	5,000	5,000	11,000	6,000		6,000	45.5%
4170	CCTV	0	0	5,150	5,150		5,150	0.0%
4191	Community Woodland	0	0	5,000	5,000		5,000	0.0%
4192	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%
	Community Support :- Indirect Expenditure	**54,898**	**33,563**	**86,750**	**53,187**	**0**	**53,187**	**38.7%**
	Net Expenditure	**(54,898)**	**(33,563)**	**(86,750)**	**(53,187)**			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110	Projects							
1019	Inc-Grants Received	27,670	2,000	0	(2,000)			0.0%
	Projects :- Income	**27,670**	**2,000**	**0**	**(2,000)**			
4100	Purchase New Machinery	0	0	9,300	9,300	1,805	7,495	19.4%
4300	New Computer Equipment	8,709	1,838	7,000	5,162		5,162	26.3%
4301	Garth House Redevelopment	4,781	3,435	35,000	31,565		31,565	9.8%
4305	New Cemetery	0	0	16,517	16,517		16,517	0.0%
4312	Asset Maintenance	77	3,486	60,000	56,514	133	56,382	6.0%
4313	Play Area/Open Space Inv.	803	1,913	80,000	78,087	1,150	76,937	3.8%
4314	Town Centre	27,915	0	25,000	25,000		25,000	0.0%
	Projects :- Indirect Expenditure	**42,284**	**10,672**	**232,817**	**222,145**	**3,088**	**219,057**	**5.9%**
	Net Income over Expenditure	**(14,614)**	**(8,672)**	**(232,817)**	**(224,145)**			
300	Environmental Services							
4000	Salaries	197,104	141,136	270,000	128,864		128,864	52.3%
4001	Ers National Insurance	17,174	10,463	27,000	16,537		16,537	38.8%
4002	Ers Pension	42,792	30,518	58,000	27,482		27,482	52.6%
4003	Temporary Staff	42,745	20,842	6,500	(14,342)		(14,342)	320.7%
4013	Gas	0	15	0	(15)		(15)	0.0%
4016	Uniform & PPE	1,603	583	1,400	817	120	697	50.2%
4020	Mobile Phones	2,302	995	3,000	2,005		2,005	33.2%
4036	Grounds & Buildings Mtce	0	1,840	0	(1,840)		(1,840)	0.0%
4042	Maintenance Machinery	5,139	6,153	7,000	847	1,033	(187)	102.7%
4044	Petrol,Oil & Gas	5,313	4,073	6,000	1,927		1,927	67.9%
4045	Tools	1,037	1,149	1,000	(149)	7	(156)	115.6%
4178	Vehicle Maintenance	4,001	4,537	3,000	(1,537)	389	(1,927)	164.2%
	Environmental Services :- Indirect Expenditure	**319,210**	**222,306**	**382,900**	**160,594**	**1,549**	**159,045**	**58.5%**
	Net Expenditure	**(319,210)**	**(222,306)**	**(382,900)**	**(160,594)**			
301	Open Spaces							
1014	Inc-Miscellaneous	4	0	0	0			0.0%
1019	Inc-Grants Received	0	31,252	0	(31,252)			0.0%
1028	Inc-Pavilions/Pitches	0	13,664	0	(13,664)			0.0%
1037	Inc-Keta Field Pitches	3,267	1,160	2,500	1,340			46.4%
1039	Inc-Bicester Fields Pitches	793	449	0	(449)			0.0%
1040	Inc-Keble Rd Pitches	800	667	0	(667)			0.0%
	Open Spaces :- Income	**4,864**	**47,192**	**2,500**	**(44,692)**			**1887.7%**
4036	Grounds & Buildings Mtce	0	1,250	0	(1,250)		(1,250)	0.0%

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4039	Waste Removal	0	10,098	0	(10,098)		(10,098)	0.0%
4045	Tools	0	148	0	(148)		(148)	0.0%
4126	Lease of Open Spaces	10	2,511	21	(2,490)		(2,490)	11957.1
4154	Tree Maintenance	16,918	0	40,000	40,000		40,000	0.0%
4175	Maintenance of Open Spaces	11,617	132,260	14,500	(117,760)	589	(118,349)	916.2%
4190	Parks and Garden Contract	285,063	217,426	330,000	112,574		112,574	65.9%
4204	Pest Control	77	163	250	87		87	65.2%
	Open Spaces :- Indirect Expenditure	**313,686**	**363,856**	**384,771**	**20,915**	**589**	**20,326**	**94.7%**
	Net Income over Expenditure	**(308,822)**	**(316,664)**	**(382,271)**	**(65,607)**			
305	Pingle Field							
1028	Inc-Pavilions/Pitches	4,959	4,130	5,000	870			82.6%
	Pingle Field :- Income	**4,959**	**4,130**	**5,000**	**870**			**82.6%**
4012	Water Charges	1,812	383	900	517		517	42.5%
4014	Electric	6,526	1,737	7,000	5,263		5,263	24.8%
4015	Health and Safety	0	31	0	(31)		(31)	0.0%
4017	Cleaning Materials	0	47	300	253		253	15.7%
4036	Grounds & Buildings Mtce	661	4,150	4,700	550	142	408	91.3%
4039	Waste Removal	231	180	230	50		50	78.3%
4130	Building Security	450	797	1,500	703		703	53.1%
	Pingle Field :- Indirect Expenditure	**9,681**	**7,325**	**14,630**	**7,305**	**142**	**7,164**	**51.0%**
	Net Income over Expenditure	**(4,722)**	**(3,194)**	**(9,630)**	**(6,436)**			
306	Sunderland Drive							
1028	Inc-Pavilions/Pitches	764	611	2,000	1,389			30.6%
	Sunderland Drive :- Income	**764**	**611**	**2,000**	**1,389**			**30.6%**
4012	Water Charges	1,072	335	900	565		565	37.3%
4013	Gas	1,201	753	800	47		47	94.1%
4014	Electric	100	80	1,000	920		920	8.0%
4015	Health and Safety	0	99	0	(99)		(99)	0.0%
4017	Cleaning Materials	0	47	100	53		53	47.1%
4036	Grounds & Buildings Mtce	3,102	3,085	12,500	9,415	184	9,231	26.2%
4039	Waste Removal	231	180	250	70		70	72.0%
4130	Building Security	450	662	1,000	338		338	66.2%
	Sunderland Drive :- Indirect Expenditure	**6,156**	**5,241**	**16,550**	**11,309**	**184**	**11,125**	**32.8%**
	Net Income over Expenditure	**(5,392)**	**(4,630)**	**(14,550)**	**(9,920)**			

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
307	Bicester Field							
1028	Inc-Pavilions/Pitches	1,446	305	1,700	1,395			17.9%
	Bicester Field :- Income	**1,446**	**305**	**1,700**	**1,395**			**17.9%**
4012	Water Charges	1,258	358	850	492		492	42.1%
4014	Electric	2,996	2,357	7,000	4,643		4,643	33.7%
4017	Cleaning Materials	0	47	200	153		153	23.6%
4036	Grounds & Buildings Mtce	1,636	2,387	1,000	(1,387)	50	(1,437)	243.7%
4039	Waste Removal	231	180	250	70		70	72.0%
4130	Building Security	450	632	500	(132)		(132)	126.3%
	Bicester Field :- Indirect Expenditure	**6,571**	**5,960**	**9,800**	**3,840**	**50**	**3,789**	**61.3%**
	Net Income over Expenditure	**(5,125)**	**(5,655)**	**(8,100)**	**(2,445)**			
308	Whitelands Sports Village							
1014	Inc-Miscellaneous	0	0	30,000	30,000			0.0%
1017	Inc-Whitelands room hire	1,500	735	0	(735)			0.0%
1025	Inc-Rugby Club	0	0	21,000	21,000			0.0%
1026	Inc-ACE Academy	0	0	10,000	10,000			0.0%
1027	Inc-OX RTC	0	0	12,500	12,500			0.0%
1028	Inc-Pavilions/Pitches	44,872	60,527	0	(60,527)			0.0%
	Whitelands Sports Village :- Income	**46,372**	**61,262**	**73,500**	**12,238**			**83.3%**
4000	Salaries	31,390	87,217	120,000	32,783		32,783	72.7%
4001	Ers National Insurance	1,080	6,096	7,000	904		904	87.1%
4002	Ers Pension	3,670	17,947	26,000	8,053		8,053	69.0%
4003	Temporary Staff	0	8,394	10,000	1,606		1,606	83.9%
4004	Cleaning Contract	0	0	1,500	1,500		1,500	0.0%
4011	Rates	0	20,676	2,000	(18,676)		(18,676)	1033.8%
4012	Water Charges	189	698	1,000	302		302	69.8%
4013	Gas	0	0	2,000	2,000		2,000	0.0%
4014	Electric	0	17,209	8,000	(9,209)		(9,209)	215.1%
4015	Health and Safety	0	1,045	0	(1,045)		(1,045)	0.0%
4016	Uniform & PPE	0	189	2,500	2,311	94	2,217	11.3%
4017	Cleaning Materials	0	605	2,000	1,396	135	1,260	37.0%
4020	Mobile Phones	0	0	1,000	1,000		1,000	0.0%
4021	Office Phones	0	206	0	(206)		(206)	0.0%
4023	Stationery	0	36	0	(36)		(36)	0.0%
4036	Grounds & Buildings Mtce	0	4,390	5,000	610	3,173	(2,563)	151.3%
4039	Waste Removal	2,281	5,999	2,500	(3,499)		(3,499)	240.0%
4069	SW Sports Village	49,595	1,095	0	(1,095)		(1,095)	0.0%
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0%

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4130	Building Security	0	1,143	5,000	3,857		3,857	22.9%
4190	Parks and Garden Contract	27,976	0	70,000	70,000		70,000	0.0%
4203	Window Cleaning	0	0	500	500		500	0.0%
	Whitelands Sports Village :- Indirect Expenditure	**116,179**	**172,945**	**276,000**	**103,055**	**3,403**	**99,652**	**63.9%**
	Net Income over Expenditure	**(69,807)**	**(111,683)**	**(202,500)**	**(90,817)**			
401	Garth Park							
1003	Inc-Garth Stables	6,300	0	6,300	6,300			0.0%
1004	Inc-Garth Garage & Yard	4,320	0	4,320	4,320			0.0%
1008	Inc-Bowls Club	1,556	389	1,400	1,011			27.8%
1009	Inc-Tennis Club	1,450	0	1,550	1,550			0.0%
1014	Inc-Miscellaneous	142	0	0	0			0.0%
1015	Inc Garth Park Cafe	19,428	5,274	18,800	13,526			28.1%
	Garth Park :- Income	**33,195**	**5,663**	**32,370**	**26,707**			**17.5%**
4004	Cleaning Contract	0	0	10,000	10,000		10,000	0.0%
4011	Rates	0	0	4,925	4,925		4,925	0.0%
4012	Water Charges	329	27	400	373		373	6.7%
4013	Gas	147	0	300	300		300	0.0%
4014	Electric	1,119	656	2,000	1,344		1,344	32.8%
4015	Health and Safety	0	17	0	(17)		(17)	0.0%
4017	Cleaning Materials	0	26	0	(26)		(26)	0.0%
4036	Grounds & Buildings Mtce	5,915	4,856	10,000	5,144		5,144	48.6%
4039	Waste Removal	5,873	3,278	10,000	6,722	610	6,112	38.9%
4046	Horticultural Supplies	2,811	3,973	5,000	1,027		1,027	79.5%
4050	Maintenance Bowls Club	687	497	2,000	1,504	495	1,009	49.6%
4129	Garth Park Toilets	10,250	5,125	0	(5,125)		(5,125)	0.0%
4130	Building Security	0	0	4,000	4,000		4,000	0.0%
	Garth Park :- Indirect Expenditure	**27,131**	**18,455**	**48,625**	**30,170**	**1,105**	**29,065**	**40.2%**
	Net Income over Expenditure	**6,064**	**(12,792)**	**(16,255)**	**(3,463)**			
402	Play Areas							
4123	Maintenance Play Areas	11,835	2,316	12,000	9,684		9,684	19.3%
4180	ROSPA Inspections	2,995	3,900	3,000	(900)		(900)	130.0%
	Play Areas :- Indirect Expenditure	**14,830**	**6,216**	**15,000**	**8,784**	**0**	**8,784**	**41.4%**
	Net Expenditure	**(14,830)**	**(6,216)**	**(15,000)**	**(8,784)**			

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
404	Allotments							
1011	Inc-Allotments	7,423	7,697	7,000	(697)			110.0%
	Allotments :- Income	**7,423**	**7,697**	**7,000**	**(697)**			**110.0%**
4012	Water Charges	545	14	300	286		286	4.6%
4039	Waste Removal	0	0	2,000	2,000		2,000	0.0%
4054	Allotments Costs	310	298	500	202		202	59.5%
4155	Rent	1,247	416	831	416		416	50.0%
	Allotments :- Indirect Expenditure	**2,101**	**727**	**3,631**	**2,904**	**0**	**2,904**	**20.0%**
	Net Income over Expenditure	**5,322**	**6,970**	**3,369**	**(3,601)**			
501	Town Council Events							
1018	Inc-Carnival	742	650	100	(550)			650.0%
1030	Income - Music Event	14,908	0	9,000	9,000			0.0%
1032	Inc- Sledgehammer	14,879	13,175	9,000	(4,175)			146.4%
1034	Inc- Sports Day	2,033	0	0	0			0.0%
1035	Special Events 2023 Coronation	4,267	5,987	0	(5,987)			0.0%
1045	Inc-Christmas Lights	290	0	7,500	7,500			0.0%
1050	Chistmas Lights Trail	40,076	0	75,000	75,000			0.0%
1051	Inc-Food Festival	708	(83)	0	83			0.0%
	Town Council Events :- Income	**77,904**	**19,729**	**100,600**	**80,871**			**19.6%**
4015	Health and Safety	170	0	0	0		0	0.0%
4071	Evt 1 Music EVent	7,425	4,245	9,000	4,755		4,755	47.2%
4088	Evt 3 - Sledgehammer	6,872	8,197	9,000	803		803	91.1%
4092	Sports Day	6,423	4,936	4,000	(936)		(936)	123.4%
4115	Special Events/Coronation 2023	10,507	10,691	7,500	(3,191)	65	(3,256)	143.4%
4120	FFD in assoc. w/AFD	9,174	7,071	9,500	2,429		2,429	74.4%
4135	Food Festival	153	0	7,500	7,500		7,500	0.0%
4157	Christmas Lights Switch On	14,717	6,389	10,500	4,111	555	3,556	66.1%
4158	Christmas Lights Trail	86,432	9,262	85,000	75,738	65	75,673	11.0%
	Town Council Events :- Indirect Expenditure	**141,873**	**50,792**	**142,000**	**91,208**	**685**	**90,523**	**36.3%**
	Net Income over Expenditure	**(63,969)**	**(31,063)**	**(41,400)**	**(10,337)**			
601	Cemetery							
1020	Inc-Cemetery	12,691	5,288	5,000	(288)			105.8%
	Cemetery :- Income	**12,691**	**5,288**	**5,000**	**(288)**			**105.8%**
4011	Rates	2,221	724	4,450	3,726		3,726	16.3%
4012	Water Charges	160	44	400	356		356	10.9%

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014	Electric	197	95	150	55		55	63.2%
4036	Grounds & Buildings Mtce	0	0	250	250	17	233	6.7%
4039	Waste Removal	2,829	1,618	4,000	2,382		2,382	40.4%
4099	Miscellaneous Expences	0	125	0	(125)		(125)	0.0%
	Cemetery :- Indirect Expenditure	**5,406**	**2,605**	**9,250**	**6,645**	**17**	**6,629**	**28.3%**
	Net Income over Expenditure	**7,285**	**2,683**	**(4,250)**	**(6,933)**			
801	Street Scene							
4029	Street Furniture	0	1,563	1,500	(63)		(63)	104.2%
4083	Pedestrianisation Scheme	0	0	10,000	10,000		10,000	0.0%
4112	Repairs & Maint. Clocks	270	135	500	365		365	27.0%
4151	Litter Bin Provosion	10,000	1,314	4,000	2,686		2,686	32.8%
4200	Christmas Lights Maint/Storage	22,149	0	26,000	26,000		26,000	0.0%
4216	Litter/Dog Bin Emptying	14,936	(934)	17,850	18,784		18,784	(5.2%)
	Street Scene :- Indirect Expenditure	**47,355**	**2,079**	**59,850**	**57,771**	**0**	**57,771**	**3.5%**
	Net Expenditure	**(47,355)**	**(2,079)**	**(59,850)**	**(57,771)**			
901	Earmarked Reserves							
9007	Community and Elections	0	12,799	31,776	18,977		18,977	40.3%
9011	Play Areas/Open Space Investme	299,505	65,866	465,767	399,901		399,901	14.1%
9013	Equipment Replacement/Mtce	16,539	0	257,000	257,000		257,000	0.0%
9014	Green Infrastructure	23,033	20,868	233,659	212,791	3,560	209,231	10.5%
9016	Town Centre	0	0	105,250	105,250		105,250	0.0%
9020	BTC Premises	150,853	62,753	996,972	934,219	1,733	932,486	6.5%
9021	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%
9039	Burial Ground Provision	0	0	734,064	734,064		734,064	0.0%
9042	SW Sports Village Contribution	0	2,971	306,167	303,196		303,196	1.0%
9044	Partnership	5,500	0	30,100	30,100		30,100	0.0%
9046	Sports Village Sinking Fund	0	0	49,600	49,600		49,600	0.0%
	Earmarked Reserves :- Indirect Expenditure	**495,429**	**165,256**	**3,220,355**	**3,055,099**	**5,293**	**3,049,805**	**5.3%**
	Net Expenditure	**(495,429)**	**(165,256)**	**(3,220,355**	**(3,055,099**			
	Grand Totals:- Income	**1,965,275**	**2,023,827**	**1,977,124**	**(46,703)**			**102.4%**
	Expenditure	**1,993,368**	**1,407,026**	**5,359,479**	**3,952,453**	**22,976**	**3,929,477**	**26.7%**
	Net Income over Expenditure	**(28,093)**	**616,801**	**(3,382,355)**	**(3,999,156)**			
	Movement to/(from) Gen Reserve	**(28,093)**	**616,801**					

A/c Code 1014 Inc-Miscellaneous **Annual Budget** 0

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
3	05/06/2023	BACS	Cashbook	Coronation Mug sales		75.00
3	16/06/2023	9279	Cashbook	Coronation mug sales		9.00
3	16/06/2023	350	Journal	Coronation mugs code error	84.00	
4	05/07/2023		Cashbook	Coronation Mugs		571.83
5	04/08/2023		Cashbook	July Sum-Up receipts		131.20
8	01/11/2023	371	Journal	Move Coro Mug income to 1035	703.03	
		Account	**Inc-Miscellaneous**	**Account Totals**	**787.03**	**787.03**
		Centre	**Town Council Events**	**Net Balance Month 10**		**0.00**

A/c Code 1018 Inc-Carnival **Annual Budget** 100

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
2	31/05/2023	PERRY	Sales Ledger	Invoice No:-2475		666.67
2	31/05/2023	353	Journal	Incorrect coding on inv 2475	666.67	
8	01/11/2023	371	Journal	Armed Forces Day Income		650.00
		Account	**Inc-Carnival**	**Account Totals**	**666.67**	**1,316.67**
		Centre	**Town Council Events**	**Net Balance Month 10**		**650.00**

A/c Code 1019 Inc-Grants Received **Annual Budget** 0

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
1	19/04/2023	BACS	Cashbook	Grant for Coronation		4,000.00
8	01/11/2023	371	Journal	Move Coro Grant to 1035	4,000.00	
		Account	**Inc-Grants Received**	**Account Totals**	**4,000.00**	**4,000.00**
		Centre	**Town Council Events**	**Net Balance Month 10**		**0.00**

A/c Code 1030 Income - Music Event **Annual Budget** 9,000

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
4	28/07/2023	100901	Cashbook	Armed Forces Day		650.00
8	01/11/2023	371	Journal	Move AFD income to 1018	650.00	

A/c Code 1030 Income - Music Event
Centre 501 Town Council Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
		Account	**Income - Music Event**	**Account Totals**	**650.00**	**650.00**
		Centre	**Town Council Events**	**Net Balance Month 10**		**0.00**

A/c Code 1032 Inc- Sledgehammer — **Annual Budget** 9,000
Centre 501 Town Council Events — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
5	30/08/2023		Cashbook	Ticket sales Sledgehammer Evt		13,175.00
		Account	**Inc- Sledgehammer**	**Account Totals**	**0.00**	**13,175.00**
		Centre	**Town Council Events**	**Net Balance Month 10**		**13,175.00**

A/c Code 1035 Special Events 2023 Coronation — **Annual Budget** 0
Centre 501 Town Council Events — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
2	31/05/2023	VR	Sales Ledger	Invoice No:-2476		1,000.00
2	31/05/2023	VR	Sales Ledger	Invoice No:-2479		200.00
3	16/06/2023	350	Journal	Coronation mugs code error		84.00
8	01/11/2023	371	Journal	Coronation Mug Sales Income		703.03
8	01/11/2023	371	Journal	Coronation Grant Income		4,000.00
		Account	**Special Events 2023 Coronation**	**Account Totals**	**0.00**	**5,987.03**
		Centre	**Town Council Events**	**Net Balance Month 10**		**5,987.03**

A/c Code 1049 Inc-EVENT 2 — **Annual Budget** 0
Centre 501 Town Council Events — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
4	05/07/2023		Cashbook	Gin & Jazz		35.00
4	05/07/2023		Cashbook	Gin & Jazz		140.00
4	24/07/2023		Cashbook	Gin & Jazz?		35.00
5	09/08/2023		Cashbook	Ticket Sales Gin & Jazz event		1,195.83
8	01/11/2023	371	Journal	Move Gin & Jazz inc 4160 102	1,405.83	
		Account	**Inc-EVENT 2**	**Account Totals**	**1,405.83**	**1,405.83**
		Centre	**Town Council Events**	**Net Balance Month 10**		**0.00**

A/c Code 1051 Inc-Food Festival **Annual Budget** 0

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
1	30/04/2023	KEL	Sales Ledger	Invoice No:-CN43	41.67	
1	30/04/2023	SPI	Sales Ledger	Invoice No:-CN44	41.67	
		Account	**Inc-Food Festival**	**Account Totals**	**83.34**	**0.00**
		Centre	**Town Council Events**	**Net Balance Month 10**	**83.34**	

A/c Code 4071 Evt 1 Music EVent **Annual Budget** 9,000

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
2	16/05/2023	S028	Purchase Ledger	Deposit sound/light/stage	812.50	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91206	33.36	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91204	262.00	
3	29/06/2023	COR	Purchase Ledger	Band for 29 July Cancelled Evt	700.00	
5	29/06/2023	HPEM	Purchase Ledger	AFD - 1940s Home Front	1,395.00	
5	03/07/2023	ACCESS	Purchase Ledger	1st Aid Cover Family Fun Day	180.00	
5	01/11/2023	372	Journal	Move AFD Exp to 4120		1,395.00
5	01/11/2023	372	Journal	Move AFD Exp to 4120		180.00
5	01/11/2023	372	Journal	First Aid Cover 9 August	150.00	
5	01/11/2023	375	Journal	Sound & Lighting 29 July	2,437.50	
5	01/11/2023	375	Journal	Correction Jnl 372		150.00
6	28/09/2023	BACS	Cashbook	Food - Armed Forces Day	15.00	
6	01/11/2023	374	Journal	Move AFD exp to 420		15.00
		Account	**Evt 1 Music EVent**	**Account Totals**	**5,985.36**	**1,740.00**
		Centre	**Town Council Events**	**Net Balance Month 10**	**4,245.36**	

A/c Code 4088 Evt 3 - Sledgehammer **Annual Budget** 9,000

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
2	16/05/2023	S028	Purchase Ledger	Deposit sound/light/stage	812.50	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91207	33.36	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91205	262.00	
5	10/07/2023	WAV	Purchase Ledger	Sound Reinforcement 24/06	1,559.10	
5	19/07/2023	R062	Purchase Ledger	Activity for Family Day	300.00	
5	26/07/2023	W024	Purchase Ledger	Supply a banner	56.00	
5	31/07/2023	S005	Purchase Ledger	PR Gin & Jazz	75.00	
5	02/08/2023	KF	Purchase Ledger	Band for Gin & Jazz	1,070.00	
5	13/08/2023	ACCESS	Purchase Ledger	1st Aid Cover 26 August	360.00	
5	14/08/2023	S028	Purchase Ledger	Sound & Lighting 26 August	2,437.50	

A/c Code 4088 Evt 3 - Sledgehammer

Centre 501 Town Council Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
5	01/11/2023	372	Journal	Move AFD Exp to 4120		1,559.10
5	01/11/2023	372	Journal	Move AFD Exp to 4120		300.00
5	01/11/2023	372	Journal	Move Gin & Jazz Exp to 4160102		75.00
5	01/11/2023	372	Journal	Move Gin & Jazz Exp to 4160102		1,070.00
6	10/08/2023	TFP	Purchase Ledger	Table Football August 9	1,250.00	
6	26/08/2023	S090	Purchase Ledger	Staff Rood Vouchers	57.08	
6	26/08/2023	SH	Purchase Ledger	Music for 26 Aug Event	2,400.00	
6	31/08/2023	T098	Purchase Ledger	Loo hire 80's music	745.00	
6	18/09/2023	PARAGON	Purchase Ledger	6x150w LED Tower Light	60.00	
6	01/11/2023	374	Journal	Move Sports Day Exp to 4092		1,250.00
8	01/11/2023	377	Journal	Security Garth Park 26/08	973.50	
		Account	**Evt 3 - Sledgehammer**	**Account Totals**	**12,451.04**	**4,254.10**
		Centre	**Town Council Events**	**Net Balance Month 10**	**8,196.94**	

A/c Code 4092 Sports Day **Annual Budget** 4,000

Centre 501 Town Council Events **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
1	03/04/2023	343	Journal	Reverse Prepayment - Land Zorb	620.00	
3	01/11/2023	373	Journal	24 Bottles Water	12.08	
3	01/11/2023	373	Journal	24 Bottles Water	12.08	
3	01/11/2023	373	Journal	Trophies & Engraving	88.17	
3	01/11/2023	373	Journal	Garth Pk Security Officer 90hr	1,593.00	
5	24/07/2023	W024	Purchase Ledger	Supply Banners	230.00	
5	07/08/2023	T098	Purchase Ledger	Toilets - Family Sports Day	340.00	
5	01/11/2023	372	Journal	Sound & Lighting 29 July	2,437.50	
5	01/11/2023	375	Journal	Correction Jnl 372		2,437.50
5	01/11/2023	375	Journal	First Aid Cover 9 August	150.00	
6	31/08/2023	T098	Purchase Ledger	Loo Hire Family SPorts Day	340.00	
6	01/11/2023	374	Journal	Table Football August 9	1,250.00	
6	01/11/2023	374	Journal	2 x Security 9 August	300.90	
		Account	**Sports Day**	**Account Totals**	**7,373.73**	**2,437.50**
		Centre	**Town Council Events**	**Net Balance Month 10**	**4,936.23**	

A/c Code 4115 Special Events/Coronation 2023 **Annual Budget** 7,500

Centre 501 Town Council Events **Committed** 65

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
1	03/04/2023	343	Journal	Reverse Prepaymt - Corntn Mugs	1,955.00	
1	25/04/2023	AMAZON BUS	Purchase Ledger	Coronation Decs	39.96	

A/c Code 4115 Special Events/Coronation 2023
Centre 501 Town Council Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
1	25/04/2023	AMAZON BUS	Purchase Ledger	Coronation Decs	31.62	
1	26/04/2023	TRANSFER	Cashbook	Same Day payment charge	15.00	
1	29/04/2023	T098	Purchase Ledger	Coronation event - Toilets	430.00	
2	06/05/2023	A072	Purchase Ledger	Host/MC 6/5/23 Coronation	500.00	
2	07/05/2023	S090	Purchase Ledger	Cakes - Coronation Service	162.50	
2	08/05/2023	BEAUTY	Purchase Ledger	Photos - Coronation Service	60.00	
2	08/05/2023	WAV	Purchase Ledger	Screen for Coronation	5,500.00	
2	09/05/2023	EPTC	Purchase Ledger	Entertainment for Coronation	280.00	
2	10/05/2023	BACS	Cashbook	Wines for Coronation Service	169.07	
2	12/05/2023	HPEM	Purchase Ledger	Town Crier re Coronation	425.00	
3	07/05/2023	S090	Purchase Ledger	Invoice underpaid	27.50	
3	05/06/2023	HPEM	Purchase Ledger	Royal Footmen	1,095.00	
7	10/10/2023	S013	Purchase Ledger	Sponsorship of Christmas tree	44.00	
7	01/11/2023	376	Journal	Move Xmas Exp to 4157		44.00
8	01/09/2023	AG	Purchase Ledger	Garth Park 26th Aug	973.50	
8	01/11/2023	377	Journal	Move exp to 4088		973.50
		Account	**Special Events/Coronation 2023**	**Account Totals**	**11,708.15**	**1,017.50**
		Centre	**Town Council Events**	**Net Balance Month 10**	**10,690.65**	

A/c Code 4120 FFD in assoc. w/AFD — **Annual Budget** 9,500
Centre 501 Town Council Events — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
1	03/04/2023	343	Journal	Reverse Prepayment - 24 June	1,240.00	
3	14/06/2023	AMAZON BUS	Purchase Ledger	10 pack walkie talkies	157.48	
3	19/06/2023	AMAZON BUS	Purchase Ledger	Multi point USB charger	21.40	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91209	100.08	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91203	65.50	
3	22/06/2023	AMAZON BUS	Purchase Ledger	24 Bottles Water	12.08	
3	22/06/2023	AMAZON BUS	Purchase Ledger	24 Bottles Water	12.08	
3	23/06/2023	T028	Purchase Ledger	Trophies & Engraving	88.17	
3	30/06/2023	AG	Purchase Ledger	Garth Pk Security Officer 90hr	1,593.00	
3	01/11/2023	373	Journal	Move Sports Day Exp to 4092		12.08
3	01/11/2023	373	Journal	Move Sports Day Exp to 4092		12.08
3	01/11/2023	373	Journal	Move Sports Day Exp to 4092		88.17
3	01/11/2023	373	Journal	Move Sports Day Exp to 4092		1,593.00
5	07/06/2023	AG	Purchase Ledger	4 x SIA security officers	708.00	
5	11/07/2023	MWC	Purchase Ledger	Choir at AFD 24/06/23	200.00	
5	26/07/2023	C41	Purchase Ledger	Bins for AFD	369.83	
5	01/11/2023	372	Journal	AFD - 1940s Home FRont	1,395.00	
5	01/11/2023	372	Journal	1st Aid Cover Family Fun Day	180.00	
5	01/11/2023	372	Journal	Sound Reinforcement 24/06	1,559.10	

A/c Code 4120 FFD in assoc. w/AFD

Centre 501 Town Council Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
5	01/11/2023	372	Journal	Activity for Family Day	300.00	
5	01/11/2023	372	Journal	Toilets for Pingle Field 24/06	760.00	
6	01/11/2023	374	Journal	Food - Armed Forces Day	15.00	
		Account	**FFD in assoc. w/AFD**	**Account Totals**	**8,776.72**	**1,705.33**
		Centre	**Town Council Events**	**Net Balance Month 10**	**7,071.39**	

A/c Code 4134 EVENT 2 — **Annual Budget** 0

Centre 501 Town Council Events — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
5	30/06/2023	T098	Purchase Ledger	Toiltes	760.00	
5	10/07/2023	S028	Purchase Ledger	Sound & Lighting 29 July	2,437.50	
5	10/08/2023	ACCESS	Purchase Ledger	Fist Aid Cover 9 August	150.00	
5	01/11/2023	372	Journal	Move AFD Exp to 4120		760.00
5	01/11/2023	372	Journal	Move Canc Event Exp to 4092		2,437.50
5	01/11/2023	372	Journal	Move 9 Aug Exp to 4071		150.00
6	04/09/2023	AG	Purchase Ledger	2 x Security 9 August	300.90	
6	01/11/2023	374	Journal	Move SPorts Day Exp to 4092		300.90
7	23/09/2023	B024	Purchase Ledger	Temp Event Notice	21.00	
7	01/11/2023	376	Journal	Move TEN exp to Civic		21.00
		Account	**EVENT 2**	**Account Totals**	**3,669.40**	**3,669.40**
		Centre	**Town Council Events**	**Net Balance Month 10**		**0.00**

A/c Code 4157 Christmas Lights Switch On — **Annual Budget** 10,500

Centre 501 Town Council Events — **Committed** 1,855

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
2	16/05/2023	S028	Purchase Ledger	Deposit sound/light/stage	812.50	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91208	33.36	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91201	61.20	
7	19/09/2023	FOR	Purchase Ledger	Gold Photobooth Package	9,000.00	
7	19/09/2023	378	Journal	Move Lights Trail Exp to 4158		9,000.00
7	30/10/2023	S028	Purchase Ledger	Sound and lighting Christmas	2,437.50	
7	01/11/2023	376	Journal	Sponsorship of Xmas Tree St Ed	44.00	
8	01/11/2023	377	Journal	RIO expenditure	162.50	
8	01/11/2023	BUMBLE	Purchase Ledger	002/97/Christmas Lights Switch	1,848.14	
8	17/11/2023	C41	Purchase Ledger	Market Square car park	490.00	
8	25/11/2023	S014	Purchase Ledger	719/76/Christmas Lights Switch	500.00	

A/c Code 4157 Christmas Lights Switch On

Centre 501 Town Council Events

Month	Date	Reference	Source	Transaction Detail		Debit	Credit
		Account	**Christmas Lights Switch On**		**Account Totals**	**15,389.20**	**9,000.00**
		Centre	**Town Council Events**		**Net Balance Month 10**	**6,389.20**	

A/c Code 4158 Christmas Lights Trail **Annual Budget** 85,000

Centre 501 Town Council Events **Committed** 231

Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	**0.00**	
3	21/06/2023	P081	Purchase Ledger	PPL/PRS Licensing PO No 91202		262.00	
7	19/09/2023	378	Journal	Gold Photobooth Package		9,000.00	
8	01/11/2023	377	Journal	Move Switch-on exp to 4157			162.50
8	24/11/2023	RIO	Purchase Ledger	INV-8062/71/Christmas Lights S		162.50	
9	02/12/2023	GLX	Purchase Ledger	Christmas at Garth Park		21,378.10	
		Account	**Christmas Lights Trail**		**Account Totals**	**30,802.60**	**162.50**
		Centre	**Town Council Events**		**Net Balance Month 10**	**30,640.10**	

13/12/2023	**Bicester Town Council**	Page 1
08:03	**Nominal Ledger Report by ACCOUNT**	User :LS

A/c Code 1017 Inc-Whitelands room hire — **Annual Budget** 0

Centre 308 Whitelands Sports Village — **Committed** 0

Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		**0.00**
2	11/05/2023	CHOOI	Sales Ledger	Invoice No:-2465			600.00
6	29/09/2023		Cashbook	Hall Hire			135.00
		Account	**Inc-Whitelands room hire**		**Account Totals**	**0.00**	**735.00**
		Centre	**Whitelands Sports Village**		**Net Balance Month 10**		**735.00**

A/c Code 4216 Litter/Dog Bin Emptying — **Annual Budget** 17,850

Centre 801 Street Scene — **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	**0.00**	
1	03/04/2023	342	Journal	Rev Accrual -Dog bin emptying		5,601.02
1	04/04/2023	C41	Purchase Ledger	Dog bin empty 1/10/22-31/3/23	4,667.52	
		Account	**Litter/Dog Bin Emptying**	**Account Totals**	**4,667.52**	**5,601.02**
		Centre	**Street Scene**	**Net Balance Month 10**		**933.50**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 19th December 2023

Bank Balances

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Louise Steele – Locum Responsible Financial Officer
Contact: 01869 252915 louise.steele@bicester.gov.uk

Ward Affected: All Wards

1. **Overview**

   Appended to this report is a detailed report showing all the Council's bank balances as at 30 November 2023.

2. **Background**

   Structure and Interpretation of the Report

   The report generated by the accounting system is a consolidated bank reconciliation for each of the Council's bank accounts. At the top section of the report it lists the bank statement balance for each account. The bottom section lists the cashbook balances for each account. Ideally the balances will duplicate each other demonstrating that each account has been reconciled to its bank statement.

   There are some accounts shown that are no longer in use – these are the Santander Deposit Account, Petty Cash and the Barclays Base Rate Tracker - these accounts are shown with a nil balance. The accounting system holds historic transactions for each of these accounts and therefore will not permit them to be deleted.

   Bank Accounts in use are:

   Barclays Current Account – the majority of the council's financial transactions pass through this account.

   Wages Account (held at Barclays) – a transfer is made monthly to this account to cover the costs of payroll. The payroll provider (which operates as a BACS bureau – making salaries and wages and disbursements to HMRC and Oxfordshire pensions on behalf of the Town Council). The separate account will facilitate the automation of this process and enable the provider to take a direct debit without access to the main current account.

   Ticketsource Account – also known historically as the Carnival Account (and the means to change that description within the accounting system is proving elusive) this account receives event ticket receipts from the ticket sales provider (current Ticketsource).

CCLA Deposit – this is an investment account and the balance remains constant at £2m. The return on this investment, which was £9,149.09 for October 2023 (received 2 November), is paid into the Barclays Current Account.

Barclays Treasury Deposit – this is the deposit account linked to the main current account and surplus funds from the current account are moved here.

Santander Capital Account and **Lloyds Treasury Account** are both interest bearing accounts that are little used.

3. Recommendation

Councillors are asked to **NOTE** the information given in this report.

Bicester Town Council

Bank - Cash and Investment Reconciliation as at 1 December 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

01/12/2023	Barclays Current Account	37,433.73	
30/11/2023	Wages Account	367,451.87	
30/11/2023	Ticketsource Account	53,470.98	
30/11/2023	CCLA Deposit	2,000,000.00	
30/11/2023	Barclays Treasury Deposit	1,383,203.16	
30/11/2023	Santander Capital Account	245,401.67	
30/11/2023	Santander Deposit Account	0.00	
31/08/2023	Lloyds Treasury Account	549,174.65	
31/10/2023	Barclays Base Rate Tracker	0.00	
			4,636,136.06

Unpresented Payments

	32,754.61
	4,603,381.45

Receipts not on Bank Statement

	0.00
Closing Balance	**4,603,381.45**

All Cash & Bank Accounts

1	Current Bank A/c	4,679.12
2	Wages Account	367,451.87
3	Carnival Account	53,470.98
4	CCLA Deposit	2,000,000.00
5	Barclays Treasury Deposit	1,383,203.16
6	Santander Capital Account	245,401.67
7	Santander Deposit	0.00
8	Lloyds Treasury Account	549,174.65
10	Petty Cash	0.00
11	Barclays Base Rate Tracker	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**4,603,381.45**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE REPORT

Tuesday 19th December 2023

Payments

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Louise Steele – Locum Responsible Financial Officer
Contact: 01869 252915 louise.steele@bicester.gov.uk

Ward Affected: All Wards

1. Overview
This report is a standing report to keep Councillors informed of all the payments made since the last committee meeting. This includes payments to the end of November 2023.

2. Background
The report lists all payments supported by the Purchase Ledger sheets for the BACS batches..

3. Recommendation
Councillors are asked to **NOTE** the information given in this report.

Date: 13/12/2023

Time: 06:01

Bicester Town Council

Current Bank A/c

List of Payments made between 01/09/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/09/2023	Barclays Bank	TRANSFER	149.52		Commission 13 Jul-13 Aug
05/09/2023	Barclays Bank	TRANSFER	-0.15		Adj error entering Com chrges
05/09/2023	Barclays Bank	TRANSFER	0.15		Adj re entry to wrong cashbk
11/09/2023	BACS P/L Pymnt Page 785	BACS Pymnt	16,151.61		BACS P/L Pymnt Page 785
13/09/2023	Astral (Payroll)	BACS	619.71		Additional August Payment
18/09/2023	Everflow Ltd	DD 18/09	0.56		Purchase Ledger DDR Payment
20/09/2023	Wages Account	Sept	37,000.00		Current A/c to Wages A/c
25/09/2023	SSE GAS	DD 25/09	16.09		Purchase Ledger DDR Payment
26/09/2023	Astral (Payroll)	BACS	46,704.35		September Payroll
28/09/2023	BACS P/L Pymnt Page 786	BACS Pymnt	139.68		BACS P/L Pymnt Page 786
28/09/2023	Mrs PK Edwards	BACS	125.00		Buy back Grave
28/09/2023	J M Jarvis	BACS	15.00		Food - Armed Forces Day
28/09/2023	Cherwell Distict Council	BACS	130.00		CDC's Chair's Dinner
29/09/2023	OPUS ENERGY LTD	DD 29/09	1,704.22		Purchase Ledger DDR Payment
01/10/2023	BACS P/L Pymnt Page 788	BACS Pymnt	4,234.23		BACS P/L Pymnt Page 788
02/10/2023	BACS P/L Pymnt Page 789	BACS Pymnt	17,679.08		BACS P/L Pymnt Page 789
02/10/2023	BACS P/L Pymnt Page 791	BACS Pymnt	171,450.58		BACS P/L Pymnt Page 791
03/10/2023	BACS P/L Pymnt Page 809	BACS Pymnt	796.27		BACS P/L Pymnt Page 809
05/10/2023	SSE GAS	0510 1	300.13		Gas 23 Jun to 15 Sep
05/10/2023	SSE GAS	0510 2	351.56		Gas 23 Jun to 15 Sep
05/10/2023	Barclays Bank	TRANSFER	87.70		Commission 14 Aug to 12 Sep
17/10/2023	Everflow Ltd	DD 17/10 1	389.54		Water Rates Council Offices
18/10/2023	BACS P/L Pymnt Page 793	BACS Pymnt	7,412.06		BACS P/L Pymnt Page 793
18/10/2023	BACS P/L Pymnt Page 795	BACS Pymnt	7,296.84		BACS P/L Pymnt Page 795
18/10/2023	BACS P/L Pymnt Page 797	BACS Pymnt	10,991.07		BACS P/L Pymnt Page 797
18/10/2023	BACS P/L Pymnt Page 799	BACS Pymnt	6,997.09		BACS P/L Pymnt Page 799
20/10/2023	Wages Account	October	37,000.00		Mthly Tfr to Wages Account
23/10/2023	SSE GAS	2310 1	16.09		Gas 1 to 30 Sept
24/10/2023	BACS P/L Pymnt Page 801	BACS Pymnt	13,943.89		BACS P/L Pymnt Page 801
24/10/2023	BACS P/L Pymnt Page 803	BACS Pymnt	89.84		BACS P/L Pymnt Page 803
24/10/2023	BACS P/L Pymnt Page 804	BACS Pymnt	12,499.15		BACS P/L Pymnt Page 804
24/10/2023	BACS P/L Pymnt Page 807	BACS Pymnt	1,924.80		BACS P/L Pymnt Page 807
25/10/2023	Bicester Hotel Golf & Spa	BACS	1,030.00		25% deposit - Mayor's Gala Dr
25/10/2023	Astral (Payroll)	BACS	48,183.82		October Payroll
26/10/2023	BACS P/L Pymnt Page 811	BACS Pymnt	-728.10		BACS P/L Pymnt Page 811
30/10/2023	OPUS ENERGY LTD	DD 30/10 1	1,586.27		Purchase Ledger DDR Payment
31/10/2023	BACS P/L Pymnt Page 813	BACS Pymnt	2,067.65		BACS P/L Pymnt Page 813
01/11/2023	BACS P/L Pymnt Page 820	BACS Pymnt	405.00		BACS P/L Pymnt Page 820
06/11/2023	Barclays Bank	TRANSFER	87.40		Commission 13 Sep-12 Oct
16/11/2023	Everflow Ltd	DD 16/11 1	393.97		Water Rates
20/11/2023	Wages Account	Mth 8 Tfr	37,000.00		
21/11/2023	BACS P/L Pymnt Page 815	BACS Pymnt	65,575.84		BACS P/L Pymnt Page 815
21/11/2023	Astral (Payroll)	BACS	72,212.44		November Payroll

Continued on Page 2

Bicester Town Council

Current Bank A/c

List of Payments made between 01/09/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/11/2023	BACS P/L Pymnt Page 814	BACS Pymnt	2,185.00		BACS P/L Pymnt Page 814
29/11/2023	SSE GAS	DD 29/11 1	16.09		Gas 1-31 Oct
29/11/2023	SSE GAS	DD 29/11 2	21.19		Purchase Ledger DDR Payment
29/11/2023	SSE GAS	DD 29/11 3	138.53		Purchase Ledger DDR Payment
30/11/2023	BACS P/L Pymnt Page 821	BACS Pymnt	4,218.82		BACS P/L Pymnt Page 821
30/11/2023	BACS P/L Pymnt Page 823	BACS Pymnt	175,866.60		BACS P/L Pymnt Page 823
30/11/2023	OPUS ENERGY LTD	DD 30/11 1	1,366.68		Purchase Ledger DDR Payment
		Total Payments	807,842.86		

Linked to Cashbook 1 **Entered Month 6 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DBS	**Checks & Processing**							
DBS Checks x 22		01/08/2023	INV020521	1	1,300.00	0.00	1,300.00	0.00
						0.00	**1,300.00**	
			Above paid on 11/09/2023 by Online Payment Ref DBS					
INKREDIBLE	**Inkredible.co.uk**							
Printer Ink		26/07/2023	1291618502	1	60.72	0.00	60.72	0.00
						0.00	**60.72**	
			Above paid on 11/09/2023 by Online Payment Ref INKREDIBLE					
JUSTIN	**Justin Bucknell Electrical**							
Chambers Rewire		01/08/2023	INV-6917	1	10,599.60	0.00	10,599.60	0.00
						0.00	**10,599.60**	
			Above paid on 11/09/2023 by Online Payment Ref JUSTIN					
ODS	**Oxfor Direct Services Trading Limited**							
Garth Park pathways 539/2122		18/05/2023	56058690/9	1	3,681.29	0.00	3,681.29	0.00
						0.00	**3,681.29**	
			Above paid on 11/09/2023 by Online Payment Ref ODS					
WOOD	**Keith Woodwell**							
Toilet cubicles & repairs		16/08/2023	#5	1	510.00	0.00	510.00	0.00
						0.00	**510.00**	
			Above paid on 11/09/2023 by Online Payment Ref WOOD					
			Total Purchase Ledger Payments			**0.00**	**16,151.61**	

Linked to Cashbook 1 **Entered Month 6 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT	**BT**							
Broadband 1-31/07/2023		27/07/2023	M010 MN	1	49.84	0.00	49.84	0.00
Broadband 1-31/08/2023		27/08/2023	M011 QE	1	89.84	0.00	89.84	0.00
						0.00	**139.68**	

Above paid on 28/09/2023 by Online Payment Ref BT

Total Purchase Ledger Payments	**0.00**	**139.68**

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THORNE **Thorne & Wait**							
Temp staff - DB w/e20/08	20/08/2023	00710626	1	706.74	0.00	706.74	0.00
Temp staff - DB w/e 27/08	27/08/2023	00710653	1	679.90	0.00	679.90	0.00
Temp staff - DB w/e 03/09	03/09/2023	00710682	1	912.49	0.00	912.49	0.00
Temp staff - DB w/e 10/09	10/09/2023	00710713	1	715.68	0.00	715.68	0.00
Temp staff - DB w/e 17/09	17/09/2023	00710745	1	644.11	0.00	644.11	0.00
					0.00	**3,658.92**	
			Above paid on 01/10/2023 by Online Payment Ref THORNE				
TOOL **Toolstation ltd**							
CN re Rawlplugs	19/06/2023	XVR3591508810	1	-19.92	0.00	-19.92	0.00
Credit re 4 x Stop End	04/09/2023	XVR427479943	1	-7.36	0.00	-7.36	0.00
3x Plastic bucket	20/06/2023	XWW359923199	1	7.05	0.00	7.05	0.00
5 x Plastic bucket	20/06/2023	XWW359954369	1	7.05	0.00	7.05	0.00
4 x Stop End	18/08/2023	XWW413138835	1	7.36	0.00	7.36	0.00
4 x Stop End	21/08/2023	XWW415286368	1	7.36	0.00	7.36	0.00
Rawlplugs	21/08/2023	XWW415288697	1	22.16	0.00	22.16	0.00
Black Cable Ties	15/09/2023	XWW437547042	1	7.11	0.00	7.11	0.00
					0.00	**30.81**	
			Above paid on 01/10/2023 by Online Payment Ref TOOL				
WCS **WCS Environmental Ltd**							
Sept 23 - Legionella Managemt	01/09/2023	IWD_2309000264	1	544.50	0.00	544.50	0.00
					0.00	**544.50**	
			Above paid on 01/10/2023 by Online Payment Ref WCS				
			Total Purchase Ledger Payments		**0.00**	**4,234.23**	

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EST	**Elite Sportsturf**							
Fertiliser Pingle Field		11/09/2023	INV-1053	1	2,760.00	0.00	2,760.00	0.00
Fertiliser Kea Field		11/09/2023	INV-1054	1	1,896.00	0.00	1,896.00	0.00
Fertiliser Sunderland Drive		11/09/2023	INV-1055	1	1,800.00	0.00	1,800.00	0.00
						0.00	**6,456.00**	
				Above paid on 02/10/2023 by Online Payment Ref EST				
G007	**Grundon Waste Management Ltd**							
emptying Garth		31/08/2023	PSI-0900140	1	373.19	0.00	373.19	0.00
Bin Rental & Emptying		31/08/2023	PSI-0900141	1	285.32	0.00	285.32	0.00
Rental - Cemetery		01/09/2023	PSI-0921185	1	21.96	0.00	21.96	0.00
						0.00	**680.47**	
				Above paid on 02/10/2023 by Online Payment Ref G007				
GL	**Gateley Legal**							
Advice re Dispute		29/06/2023	03-1047549	1	1,800.00	0.00	1,800.00	0.00
						0.00	**1,800.00**	
				Above paid on 02/10/2023 by Online Payment Ref GL				
HOF	**House of Flags**							
Install Flagpole		30/08/2023	SI236008753	1	2,079.98	0.00	2,079.98	0.00
						0.00	**2,079.98**	
				Above paid on 02/10/2023 by Online Payment Ref HOF				
ICS	**iCS Communication**							
VOIP phones June 23		07/07/2023	45494/0605318	1	264.07	0.00	264.07	0.00
VOIP phones July 23		08/08/2023	45494/0616157	1	262.78	0.00	262.78	0.00
VOIP phones Aug 23		11/09/2023	45494/0630067	1	237.32	0.00	237.32	0.00
						0.00	**764.17**	
				Above paid on 02/10/2023 by Online Payment Ref ICS				
J001	**Joblings**							
August Fuel Invoice		31/08/2023	202300000230	1	699.15	0.00	699.15	0.00
						0.00	**699.15**	
				Above paid on 02/10/2023 by Online Payment Ref J001				

Continued over page

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LEEP **Leep Utilities**							
Water 24/05 to 31/08	31/08/2023	881388-002965	1	258.81	0.00	258.81	0.00
					0.00	**258.81**	
		Above paid on 02/10/2023 by Online Payment Ref LEEP					
LGRC **Local Government Resource Centre**							
Locum RFO August	01/09/2023	1646	1	4,940.50	0.00	4,940.50	0.00
					0.00	**4,940.50**	
		Above paid on 02/10/2023 by Online Payment Ref LGRC					
		Total Purchase Ledger Payments			**0.00**	**17,679.08**	

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BK	**Bruton Knowls Chartered Accountants**							
Valuation Letter		06/09/2023	GLO-24-68190	1	2,400.00	0.00	2,400.00	0.00
						0.00	**2,400.00**	
			Above paid on 02/10/2023 by Online Payment Ref BK					
C009	**Cherwell Crime Partnership - Bicester**							
Sponsorship 23/24		07/09/2023	BIC 23/24-23	1	3,600.00	0.00	3,600.00	0.00
						0.00	**3,600.00**	
			Above paid on 02/10/2023 by Online Payment Ref C009					
C054	**CMR Intech Limited**							
Watchguard EPDR Sub etc		03/08/2023	420280	1	952.34	0.00	952.34	0.00
Courier of Laptop		08/08/2023	420779	1	24.50	0.00	24.50	0.00
14x MS Office 365 Sub - Aug		08/08/2023	420803	1	369.60	0.00	369.60	0.00
6 x MS Bus Basic Sub - Sept		08/08/2023	420903	1	35.28	0.00	35.28	0.00
35 x Veeam Back-up Sept		05/09/2023	420913	1	63.00	0.00	63.00	0.00
1 x MS Office 365 Sept		01/09/2023	420938	1	40.08	0.00	40.08	0.00
2 xVeeam Back up etc Sept		05/09/2023	420947	1	153.60	0.00	153.60	0.00
6 x Watchguard Sept		01/09/2023	420963	1	20.52	0.00	20.52	0.00
MS Exchange Sub x1 Sept		07/09/2023	4210004	1	16.49	0.00	16.49	0.00
14 x MS Office 365 Sub - Sept		07/09/2023	421016	1	369.60	0.00	369.60	0.00
						0.00	**2,045.01**	
			Above paid on 02/10/2023 by Online Payment Ref C054					
C105	**CleanGenieLtd**							
Cleaning August		31/08/2023	5896	1	555.20	0.00	555.20	0.00
						0.00	**555.20**	
			Above paid on 02/10/2023 by Online Payment Ref C105					
C41	**Cherwell District Council**							
Landscape recharge Apr-Jun 23		31/08/2023	20011894	1	148,157.27	0.00	148,157.27	0.00
Lease of 4 x Allotment sites		18/09/2023	20012130	1	415.50	0.00	415.50	0.00
Dog bin emptying up to 30/09		25/09/2023	20012265	1	12,117.60	0.00	12,117.60	0.00
						0.00	**160,690.37**	
			Above paid on 02/10/2023 by Online Payment Ref C41					

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CJM **CJM Roofing & Property Maintenance**							
Repairs roof tiles - Bowls clu	15/09/2023	INV-0584	1	2,160.00	0.00	2,160.00	0.00
					0.00	**2,160.00**	

Above paid on 02/10/2023 by Online Payment Ref CJM

Total Purchase Ledger Payments	**0.00**	**171,450.58**

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E015 **Eibe Play limited**							
Purchase Ledger BACS Payment	03/10/2023	ON ACC 206	1	0.00	0.00	796.27	-796.27
					0.00	**796.27**	
		Above paid on 03/10/2023 by Online Payment Ref E015					
			Total Purchase Ledger Payments		**0.00**	**796.27**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
0O32	**OYAP Trust**							
Six Months Youth activities		21/09/2023	0889	1	6,000.00	0.00	6,000.00	0.00
						0.00	**6,000.00**	
				Above paid on 18/10/2023 by Online Payment Ref 0O32				
1ST STOP	**1st Stop MOT & Service**							
MOT CP66AXF		05/09/2023	31912	1	58.60	0.00	58.60	0.00
						0.00	**58.60**	
				Above paid on 18/10/2023 by Online Payment Ref 1STSTOP				
A061	**Advanced Water Coolers Ltd**							
5 x 19l water		04/09/2023	17627	1	35.82	0.00	35.82	0.00
C/N tr Water Bottle Deposit		31/08/2023	17667	1	-6.00	0.00	-6.00	0.00
Rental 8/09 to 7/09/24 Water C		21/09/2023	17903	1	84.00	0.00	84.00	0.00
						0.00	**113.82**	
				Above paid on 18/10/2023 by Online Payment Ref A061				
AG	**A&G Security and Events Ltd**							
2 x Security 9 August		04/09/2023	953	1	361.08	0.00	361.08	0.00
						0.00	**361.08**	
				Above paid on 18/10/2023 by Online Payment Ref AG				
B005	**Telefonica O2 UK Ltd**							
Mobi;e phone charges		30/08/2023	24363601	1	335.77	0.00	335.77	0.00
Small Biz SIMO 4GB Sept 2023		30/08/2023	24366146	1	47.16	0.00	47.16	0.00
						0.00	**382.93**	
				Above paid on 18/10/2023 by Online Payment Ref B005				
B087	**Barstows Stationery**							
Statonery		18/08/2023	87297	1	8.45	0.00	8.45	0.00
Stationery		22/08/2023	87298	1	51.34	0.00	51.34	0.00
Loo paper & printer ink		15/09/2023	87410	1	228.77	0.00	228.77	0.00
Printer Ink		15/09/2023	87410X	1	35.64	0.00	35.64	0.00
						0.00	**324.20**	
				Above paid on 18/10/2023 by Online Payment Ref B087				

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B138	**Bicester Glass Ltd**							
Replace Broken Glass		07/09/2023	21981	1	111.43	0.00	111.43	0.00
						0.00	**111.43**	

Above paid on 18/10/2023 by Online Payment Ref B138

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BEAUTY	**Beauty & Bicester**							
Civic Service & Parade		24/09/2023	2303190	1	60.00	0.00	60.00	0.00
						0.00	**60.00**	

Above paid on 18/10/2023 by Online Payment Ref BEAUTY

	Discount	Amount Paid
Total Purchase Ledger Payments	**0.00**	**7,412.06**

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M004 **Moore**							
External Audit Fee 2022/23	12/09/2023	319883	1	2,520.00	0.00	2,520.00	0.00
					0.00	**2,520.00**	
Above paid on 18/10/2023 by Online Payment Ref M004							
M050 **Microshade Business Consultants Ltd**							
Hosting Modern Gov	01/09/2023	18233	1	187.50	0.00	187.50	0.00
					0.00	**187.50**	
Above paid on 18/10/2023 by Online Payment Ref M050							
N027 **Navitas Desgin**							
ongoing Mtce	01/09/2023	INV-31157	1	29.99	0.00	29.99	0.00
					0.00	**29.99**	
Above paid on 18/10/2023 by Online Payment Ref N027							
OMR **Oxfordshire Motorcycle Rescue**							
Repairs to mowers	15/08/2023	3101	1	210.00	0.00	210.00	0.00
repairs to strimmers	15/08/2023	3102	1	150.00	0.00	150.00	0.00
repairs to strimmers	17/08/2023	3103	1	185.00	0.00	185.00	0.00
					0.00	**545.00**	
Above paid on 18/10/2023 by Online Payment Ref OMR							
P010 **Travis Perkins Trading Co Ltd**							
Blue Circle Postcrete	11/09/2023	3003 ALT555	1	325.92	0.00	325.92	0.00
					0.00	**325.92**	
Above paid on 18/10/2023 by Online Payment Ref P010							
PARAGON **paragon tool hire**							
3x 6x150w LED Tower Light	31/08/2023	129685	1	684.00	0.00	684.00	0.00
6x150w LED Tower Light	18/09/2023	130082	1	72.00	0.00	72.00	0.00
					0.00	**756.00**	
Above paid on 18/10/2023 by Online Payment Ref PARAGON							

Continued over page

Linked to Cashbook 1 — **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PENINSULA Peninsula							
Ahrement 603709	18/09/2023	U003778599	1	202.12	0.00	202.12	0.00
					0.00	**202.12**	
				Above paid on 18/10/2023 by Online Payment Ref PENINSULA			
R008 Origin Amenity Solutions							
White Paint	03/07/2023	OASI0068680	1	575.47	0.00	575.47	0.00
White Paint	18/08/2023	OASI0075194	1	973.92	0.00	973.92	0.00
Aluminium Football Sockets	22/08/2023	OASI0075263	1	207.60	0.00	207.60	0.00
White Paint	15/09/2023	OASI0079335	1	973.32	0.00	973.32	0.00
					0.00	**2,730.31**	
				Above paid on 18/10/2023 by Online Payment Ref R008			
				Total Purchase Ledger Payments	**0.00**	**7,296.84**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R010 **Rialtas Business Solutions Ltd**							
Purchase Order processing	11/09/2023	31029	1	749.24	0.00	749.24	0.00
					0.00	**749.24**	
Above paid on 18/10/2023 by Online Payment Ref R010							
S090 **Savoir Fare Ltd**							
Staff Rood Vouchers	26/08/2023	INV-0104	1	68.50	0.00	68.50	0.00
					0.00	**68.50**	
Above paid on 18/10/2023 by Online Payment Ref S090							
SETFORDS **Setfords**							
Lease to CA	01/09/2023	673456	1	3,000.00	0.00	3,000.00	0.00
					0.00	**3,000.00**	
Above paid on 18/10/2023 by Online Payment Ref SETFORDS							
SH **Russ Fray**							
Music for 26 Aug Event	26/08/2023	N/K	1	2,400.00	0.00	2,400.00	0.00
					0.00	**2,400.00**	
Above paid on 18/10/2023 by Online Payment Ref SH							
T065 **Turney - Groundforce**							
Service & Repairs OU19CTE	06/07/2023	1085851	1	1,791.94	0.00	1,791.94	0.00
					0.00	**1,791.94**	
Above paid on 18/10/2023 by Online Payment Ref T065							
T097 **Tudor Environmental**							
consumables	18/08/2023	IN0270081	1	54.67	0.00	54.67	0.00
Consumables	14/09/2023	IN0274364	1	227.66	0.00	227.66	0.00
Fan Housing	18/09/2023	IN0274805	1	147.06	0.00	147.06	0.00
					0.00	**429.39**	
Above paid on 18/10/2023 by Online Payment Ref T097							

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T098 **Tulu Toilet Hire Ltd**							
Loo hire 80's music	31/08/2023	37055	1	894.00	0.00	894.00	0.00
Loo Hire Family SPorts Day	31/08/2023	37056	1	408.00	0.00	408.00	0.00
					0.00	**1,302.00**	
			Above paid on 18/10/2023 by Online Payment Ref T098				
TFP **Table Football Plus**							
Table Football August 9	10/08/2023	20232411	1	1,250.00	0.00	1,250.00	0.00
					0.00	**1,250.00**	
			Above paid on 18/10/2023 by Online Payment Ref TFP				
			Total Purchase Ledger Payments		**0.00**	**10,991.07**	

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ASTRAL	**astral accountancy**							
Payroll August and Sept 2023		30/09/2023	6699	1	288.00	0.00	288.00	0.00
						0.00	**288.00**	
			Above paid on 18/10/2023 by Online Payment Ref ASTRAL					
C054	**CMR Intech Limited**							
14 X Office 365 Sub - Oct		09/10/2023	421249	1	369.60	0.00	369.60	0.00
						0.00	**369.60**	
			Above paid on 18/10/2023 by Online Payment Ref C054					
C102	**Curtis and Carder Services Ltd**							
Boiler Bicester Bowls Club		09/10/2023	1277333	1	348.60	0.00	348.60	0.00
						0.00	**348.60**	
			Above paid on 18/10/2023 by Online Payment Ref C102					
C105	**CleanGenieLtd**							
Cleaning September		30/09/2023	5968	1	555.20	0.00	555.20	0.00
						0.00	**555.20**	
			Above paid on 18/10/2023 by Online Payment Ref C105					
C41	**Cherwell District Council**							
Highway Closure Civic Parade		12/10/2023	20012621	1	1,713.25	0.00	1,713.25	0.00
						0.00	**1,713.25**	
			Above paid on 18/10/2023 by Online Payment Ref C41					
ICS	**iCS Communication**							
Call Charges September		09/10/2023	45494/0646198	1	313.33	0.00	313.33	0.00
						0.00	**313.33**	
			Above paid on 18/10/2023 by Online Payment Ref ICS					
O019	**Oxford Alarm Company Ltd**							
Callout Commercial Contract		27/09/2023	4951	1	144.00	0.00	144.00	0.00
						0.00	**144.00**	
			Above paid on 18/10/2023 by Online Payment Ref O019					

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T065 **Turney - Groundforce**							
Key, Ignition	09/10/2023	1094436	1	18.18	0.00	18.18	0.00
					0.00	**18.18**	
		Above paid on 18/10/2023 by Online Payment Ref T065					
T097 **Tudor Environmental**							
Cleaning Materials	11/10/2023	IN0278962	1	131.24	0.00	131.24	0.00
					0.00	**131.24**	
		Above paid on 18/10/2023 by Online Payment Ref T097					
THORNE **Thorne & Wait**							
2 x General Labourer	01/10/2023	00710811	1	1,552.10	0.00	1,552.10	0.00
2 X General Labourer w/e 8/10	08/10/2023	00710844	1	1,395.59	0.00	1,395.59	0.00
					0.00	**2,947.69**	
		Above paid on 18/10/2023 by Online Payment Ref THORNE					
W024 **Waterman Graphics**							
To print and cut letters	05/09/2023	10507	1	168.00	0.00	168.00	0.00
					0.00	**168.00**	
		Above paid on 18/10/2023 by Online Payment Ref W024					
			Total Purchase Ledger Payments		**0.00**	**6,997.09**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A048 **Acme Pest Control & Deer Management**							
Pest contol - Whitelands	16/09/2023	59/106	1	87.50	0.00	87.50	0.00
Pest Control - MessRm+ToolShed	16/09/2023	60/106	1	75.40	0.00	75.40	0.00
					0.00	**162.90**	
			Above paid on 24/10/2023 by Online Payment Ref A048				
B005 **Telefonica O2 UK Ltd**							
Mobile Phone Charges Oct	30/09/2023	24929217	1	335.29	0.00	335.29	0.00
Small Biz SIMO 3 GB October	30/09/2023	24931323	1	47.16	0.00	47.16	0.00
					0.00	**382.45**	
			Above paid on 24/10/2023 by Online Payment Ref B005				
B024 **Barclaycard Commercial 5476760594863261**							
Credit Card Payment	23/09/2023	23 SEPT 2023	1	728.10	0.00	728.10	0.00
					0.00	**728.10**	
			Above paid on 24/10/2023 by Online Payment Ref B024				
C41 **Cherwell District Council**							
Rates - Workshop @ Launton Rd	02/10/2023	NN00127886440006	1	2,000.84	0.00	2,000.84	0.00
					0.00	**2,000.84**	
			Above paid on 24/10/2023 by Online Payment Ref C41				
EST **Elite Sportsturf**							
Vertidrain Bicester Fields	06/10/2023	INV-1084	1	924.00	0.00	924.00	0.00
Sunderland Drive Vertidraining	06/10/2023	INV-1085	1	1,176.00	0.00	1,176.00	0.00
Vertidraining Kea field	06/10/2023	INV-1086	1	1,500.00	0.00	1,500.00	0.00
Vertidraining Pingle field	06/10/2023	INV-1087	1	2,220.00	0.00	2,220.00	0.00
					0.00	**5,820.00**	
			Above paid on 24/10/2023 by Online Payment Ref EST				
JUSTIN **Justin Bucknell Electrical**							
PAT Testing Garth House	05/10/2023	INV7104	1	239.40	0.00	239.40	0.00
PAT Testing Whitelands Sports	05/10/2023	INV7105	1	105.00	0.00	105.00	0.00
					0.00	**344.40**	
			Above paid on 24/10/2023 by Online Payment Ref JUSTIN				

Continued over page

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M050	**Microshade Business Consultants Ltd**							
Hosting Modern.Gov		01/10/2023	18367	1	187.50	0.00	187.50	0.00
						0.00	**187.50**	
			Above paid on 24/10/2023 by Online Payment Ref M050					
N004	**New Recruits**							
Accounting Support		27/09/2023	00066926	1	292.32	0.00	292.32	0.00
Temporary STaff		04/10/2023	00067023	1	818.50	0.00	818.50	0.00
Accounting Support		11/10/2023	00067118	1	711.31	0.00	711.31	0.00
						0.00	**1,822.13**	
			Above paid on 24/10/2023 by Online Payment Ref N004					
N027	**Navitas Desgin**							
1 year web hosting		15/09/2023	31180	1	59.99	0.00	59.99	0.00
						0.00	**59.99**	
			Above paid on 24/10/2023 by Online Payment Ref N027					
PR	**The Pensions Regulator**							
Penalty Notice		03/10/2023	150398046949	1	400.00	0.00	400.00	0.00
						0.00	**400.00**	
			Above paid on 24/10/2023 by Online Payment Ref PR					
R012	**Ridge & Partners LLP**							
Redevelopment Feasibility		30/08/2023	248807	1	1,920.00	0.00	1,920.00	0.00
						0.00	**1,920.00**	
			Above paid on 24/10/2023 by Online Payment Ref R012					
T097	**Tudor Environmental**							
Line Marking Paint		16/10/2023	IN0279739	1	115.58	0.00	115.58	0.00
						0.00	**115.58**	
			Above paid on 24/10/2023 by Online Payment Ref T097					
				Total Purchase Ledger Payments		**0.00**	**13,943.89**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT **BT**							
Broadband 1-30 Sept 2023	27/09/2023	GP010378000121	1	89.84	0.00	89.84	0.00
					0.00	**89.84**	

Above paid on 24/10/2023 by Online Payment Ref BT

Total Purchase Ledger Payments	**0.00**	**89.84**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACCESS	**Access First Aid Training**							
Event First Aid Cover		04/10/2023	2042	1	100.00	0.00	100.00	0.00
						0.00	**100.00**	
				Above paid on 24/10/2023 by Online Payment Ref ACCESS				
B087	**Barstows Stationery**							
REFUSE SACKS		25/08/2023	87326	1	346.56	0.00	346.56	0.00
						0.00	**346.56**	
				Above paid on 24/10/2023 by Online Payment Ref B087				
B136	**Brethertons**							
Legal Processing		29/09/2023	080214	1	80.00	0.00	80.00	0.00
						0.00	**80.00**	
				Above paid on 24/10/2023 by Online Payment Ref B136				
B178	**BUCKS RECYCLING LTD**							
Skip for Mixed Waste		18/10/2023	155669	1	366.00	0.00	366.00	0.00
12 Yard Skip		20/10/2023	155791	1	366.00	0.00	366.00	0.00
						0.00	**732.00**	
				Above paid on 24/10/2023 by Online Payment Ref B178				
C054	**CMR Intech Limited**							
IT Support		04/10/2023	421128	1	153.60	0.00	153.60	0.00
Microsoft Office 365		02/10/2023	421157	1	40.08	0.00	40.08	0.00
IT Support		04/10/2023	421182	1	64.80	0.00	64.80	0.00
WatchGuard AuthPoint		02/10/2023	421193	1	20.52	0.00	20.52	0.00
						0.00	**279.00**	
				Above paid on 24/10/2023 by Online Payment Ref C054				
C41	**Cherwell District Council**							
Annual Lease for Land Various		18/10/2023	20012683	1	11.00	0.00	11.00	0.00
						0.00	**11.00**	
				Above paid on 24/10/2023 by Online Payment Ref C41				

Continued over page

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CLEAR	**Clearway Plumbing and Drains Ltd**							
Service at Whitelands		04/10/2023	1312	1	342.00	0.00	342.00	0.00
						0.00	**342.00**	
				Above paid on 24/10/2023 by Online Payment Ref CLEAR				
G007	**Grundon Waste Management Ltd**							
Waste Collection Cemetery		30/09/2023	PSI-0924114	1	83.84	0.00	83.84	0.00
Waste Removal Green Depot		30/09/2023	PSI-0924115	1	291.92	0.00	291.92	0.00
						0.00	**375.76**	
				Above paid on 24/10/2023 by Online Payment Ref G007				
LGRC	**Local Government Resource Centre**							
Locum Services September		02/10/2023	1676	1	4,117.54	0.00	4,117.54	0.00
Locum RFO KJ Aug Sep		23/10/2023	1696	1	879.95	0.00	879.95	0.00
						0.00	**4,997.49**	
				Above paid on 24/10/2023 by Online Payment Ref LGRC				
N004	**New Recruits**							
Industrial Staff w/c 9/10		18/10/2023	00067213	1	737.23	0.00	737.23	0.00
						0.00	**737.23**	
				Above paid on 24/10/2023 by Online Payment Ref N004				
N027	**Navitas Desgin**							
October Maintenance		01/10/2023	31191	1	29.99	0.00	29.99	0.00
						0.00	**29.99**	
				Above paid on 24/10/2023 by Online Payment Ref N027				
O029	**Oxfordshire County Council**							
Legal Notice for Civic Service		26/09/2023	3920666867	1	1,001.00	0.00	1,001.00	0.00
						0.00	**1,001.00**	
				Above paid on 24/10/2023 by Online Payment Ref O029				

Continued over page

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PENINSULA Peninsula							
Provision of services	18/10/2023	U003829819	1	202.12	0.00	202.12	0.00
					0.00	**202.12**	
Above paid on 24/10/2023 by Online Payment Ref PENINSULA							
R003 Royal British Legion Poppy Appeal							
Poppy Wreaths x2	18/10/2023	16-10-23	1	40.00	0.00	40.00	0.00
Poppy Wreathes 2023	02/10/2023	2 OCTOBER 2023	1	225.00	0.00	225.00	0.00
					0.00	**265.00**	
Above paid on 24/10/2023 by Online Payment Ref R003							
SETFORDS Setfords							
Lease Bicester Bowls Club	17/05/2023	634482	1	3,000.00	0.00	3,000.00	0.00
					0.00	**3,000.00**	
Above paid on 24/10/2023 by Online Payment Ref SETFORDS							
Total Purchase Ledger Payments					**0.00**	**12,499.15**	

Linked to Cashbook 1 | **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T065	**Turney - Groundforce**							
PIN-DECK MTG, 3/4 X 4		20/10/2023	1095345	1	14.51	0.00	14.51	0.00
						0.00	**14.51**	
			Above paid on 24/10/2023 by Online Payment Ref T065					
THORNE	**Thorne & Wait**							
General Labourer x 2		24/09/2023	00710777	1	715.68	0.00	715.68	0.00
General Labourer x 2		15/10/2023	00710876	1	993.01	0.00	993.01	0.00
						0.00	**1,708.69**	
			Above paid on 24/10/2023 by Online Payment Ref THORNE					
W024	**Waterman Graphics**							
Road sign letters		19/10/2023	10592	1	201.60	0.00	201.60	0.00
						0.00	**201.60**	
			Above paid on 24/10/2023 by Online Payment Ref W024					
			Total Purchase Ledger Payments			**0.00**	**1,924.80**	

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024	**Barclaycard Commercial 5476760594863261**							
Purchase Ledger BACS Payment		26/10/2023	ON ACC 207	1	0.00	0.00	-728.10	728.10
						0.00	**-728.10**	

Above paid on 26/10/2023 by Online Payment Ref B024

Total Purchase Ledger Payments	**0.00**	**-728.10**

Linked to Cashbook 1 **Entered Month 7 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HOF	**House of Flags**							
8m White Flagpole		24/08/2023	SI236008603	1	2,067.65	0.00	2,067.65	0.00
						0.00	**2,067.65**	

Above paid on 31/10/2023 by Online Payment Ref HOF

Total Purchase Ledger Payments	**0.00**	**2,067.65**

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A001	**And Co Property Services Ltd**							
Management fees		28/09/2023	COP28055	1	405.00	0.00	405.00	0.00
						0.00	**405.00**	

Above paid on 01/11/2023 by Online Payment Ref A001

Total Purchase Ledger Payments	**0.00**	**405.00**

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
APT	**AP Thopson Services Ltd**							
Maintenance of 3G pitch		25/10/2023	RM/23/2741	1	420.00	0.00	420.00	0.00
						0.00	**420.00**	
			Above paid on 21/11/2023 by Online Payment Ref APT					
B012	**bbits**							
Allotment Inspection App servi		26/10/2023	2010-11934	1	180.00	0.00	180.00	0.00
						0.00	**180.00**	
			Above paid on 21/11/2023 by Online Payment Ref B012					
BD1	**Banbury Digital Ltd**							
Photocopier contract		07/11/2023	INV-1673	1	174.94	0.00	174.94	0.00
						0.00	**174.94**	
			Above paid on 21/11/2023 by Online Payment Ref BD1					
C054	**CMR Intech Limited**							
Microsoft 365 Business		28/09/2023	421117	1	35.28	0.00	35.28	0.00
Microsoft 365 Business		30/10/2023	421359	1	35.28	0.00	35.28	0.00
Veeam Backup		03/11/2023	421369	1	64.80	0.00	64.80	0.00
WatchGuard AuthPoint		01/11/2023	421412	1	20.52	0.00	20.52	0.00
Microsoft Office 365		01/11/2023	421425	1	40.08	0.00	40.08	0.00
Veeam Backup		03/11/2023	421440	1	153.60	0.00	153.60	0.00
Microsoft Office 365		08/11/2023	421489	1	369.60	0.00	369.60	0.00
						0.00	**719.16**	
			Above paid on 21/11/2023 by Online Payment Ref C054					
C105	**CleanGenieLtd**							
October Cleaning		31/10/2023	6044	1	555.20	0.00	555.20	0.00
						0.00	**555.20**	
			Above paid on 21/11/2023 by Online Payment Ref C105					
CHU	**CHURCHES FIRE SECURITY LTD**							
Fire Safety Pinglefield		13/10/2023	SI23-149495	1	37.55	0.00	37.55	0.00
Fire Safety Old Chapel		13/10/2023	SI23-149496	1	19.96	0.00	19.96	0.00

Continued over page

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Fire Safety Sunderland Drive		13/10/2023	SI23-149497	1	118.27	0.00	118.27	0.00
Fire Safety Main Site		13/10/2023	SI23-149498	1	838.82	0.00	838.82	0.00
						0.00	**1,014.60**	
			Above paid on 21/11/2023 by Online Payment Ref CHU					
EST	**Elite Sportsturf**							
Bicester Fields		11/09/2023	1056	1	1,800.00	0.00	1,800.00	0.00
						0.00	**1,800.00**	
			Above paid on 21/11/2023 by Online Payment Ref EST					
EURO	**Euroffice Ltd**							
Office Supplies		26/10/2023	INV0004447593	1	244.94	0.00	244.94	0.00
						0.00	**244.94**	
			Above paid on 21/11/2023 by Online Payment Ref EURO					
FOR	**FORTE ENTERTAINMENT LTD**							
Gold Photobooth Package		19/09/2023	1010	1	10,800.00	0.00	10,800.00	0.00
						0.00	**10,800.00**	
			Above paid on 21/11/2023 by Online Payment Ref FOR					
G007	**Grundon Waste Management Ltd**							
Industrial Waste		31/10/2023	PSI-0945282	1	184.04	0.00	184.04	0.00
Commercial Waste Removal		31/10/2023	PSI-0945283	1	215.03	0.00	215.03	0.00
						0.00	**399.07**	
			Above paid on 21/11/2023 by Online Payment Ref G007					
GRE	**GREENSPACE DESIGNS LTD**							
Timber furniture for Langford		19/10/2023	1080	1	21,360.00	0.00	21,360.00	0.00
						0.00	**21,360.00**	
			Above paid on 21/11/2023 by Online Payment Ref GRE					
H018	**Healthmatic Limited**							
Cleaning & maintenance		31/10/2023	13310	1	3,075.00	0.00	3,075.00	0.00
						0.00	**3,075.00**	
			Above paid on 21/11/2023 by Online Payment Ref H018					

Continued over page

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J001	**Joblings**							
Fuel September		30/09/2023	202300000260	1	617.41	0.00	617.41	0.00
Account October		31/10/2023	2300000292	1	881.94	0.00	881.94	0.00
						0.00	**1,499.35**	
Above paid on 21/11/2023 by Online Payment Ref J001								
LGRC	**Local Government Resource Centre**							
Locum RFO LS		02/11/2023	1701	1	4,436.47	0.00	4,436.47	0.00
Locum RFO KJ		02/11/2023	1705	1	3,660.57	0.00	3,660.57	0.00
						0.00	**8,097.04**	
Above paid on 21/11/2023 by Online Payment Ref LGRC								
M050	**Microshade Business Consultants Ltd**							
Hosting Modern.Gov		01/11/2023	18492	1	187.50	0.00	187.50	0.00
						0.00	**187.50**	
Above paid on 21/11/2023 by Online Payment Ref M050								
N004	**New Recruits**							
Industrial Labour		25/10/2023	00067311	1	721.06	0.00	721.06	0.00
Industrial Staff		01/11/2023	00067394	1	730.80	0.00	730.80	0.00
Industrial staff		08/11/2023	00067482	1	721.06	0.00	721.06	0.00
						0.00	**2,172.92**	
Above paid on 21/11/2023 by Online Payment Ref N004								
N027	**Navitas Desgin**							
November Maintenance		01/11/2023	INV-31279	1	29.99	0.00	29.99	0.00
						0.00	**29.99**	
Above paid on 21/11/2023 by Online Payment Ref N027								
OLP	**Online Playgrounds**							
Hexagrip Heksa Plus		29/09/2023	SIN055015	1	1,380.00	0.00	1,380.00	0.00
						0.00	**1,380.00**	
Above paid on 21/11/2023 by Online Payment Ref OLP								

Continued over page

Linked to Cashbook 1 | **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ORI	**ORIGIN AMENITY SOLUTIONS LTD**							
Aluminium Football Goal		27/09/2023	OASI0080866	1	1,455.90	0.00	1,455.90	0.00
White paint for pitch		16/10/2023	OASI0083638	1	597.25	0.00	597.25	0.00
						0.00	**2,053.15**	
			Above paid on 21/11/2023 by Online Payment Ref ORI					
RIO	**RIO WORKWEAR LTD**							
Uniform		11/08/2023	INV-7607	1	113.12	0.00	113.12	0.00
Uniform		27/10/2023	INV-7937	1	113.12	0.00	113.12	0.00
						0.00	**226.24**	
			Above paid on 21/11/2023 by Online Payment Ref RIO					
S005	**Sam McGregor**							
Freelance communications		31/10/2023	5057	1	105.00	0.00	105.00	0.00
						0.00	**105.00**	
			Above paid on 21/11/2023 by Online Payment Ref S005					
S028	**Sound and Light Guys**							
Sound and lighting Christmas		30/10/2023	1099XMAS	1	2,925.00	0.00	2,925.00	0.00
						0.00	**2,925.00**	
			Above paid on 21/11/2023 by Online Payment Ref S028					
SH LEWIS	**SH Lewis and Sons**							
WINDOW CLEANING		01/11/2023	52598	1	294.00	0.00	294.00	0.00
						0.00	**294.00**	
			Above paid on 21/11/2023 by Online Payment Ref SHLEWIS					
T011	**Nigel Trinder**							
Plastering at Garth House		30/10/2023	BTC2023	1	620.00	0.00	620.00	0.00
						0.00	**620.00**	
			Above paid on 21/11/2023 by Online Payment Ref T011					

Continued over page

Linked to Cashbook 1 | **Entered Month 8 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T065 **Turney - Groundforce**							
Repair to play area	29/09/2023	1093645	1	353.48	0.00	353.48	0.00
Repair to tractor	10/10/2023	1094677	1	406.39	0.00	406.39	0.00
Investigate Leak	08/11/2023	1096545	1	136.01	0.00	136.01	0.00
Onsite service	08/11/2023	1096546	1	337.26	0.00	337.26	0.00
					0.00	**1,233.14**	
		Above paid on 21/11/2023 by Online Payment Ref T065					
T097 **Tudor Environmental**							
Janitorial Items	09/11/2023	IN0284125	1	341.71	0.00	341.71	0.00
					0.00	**341.71**	
		Above paid on 21/11/2023 by Online Payment Ref T097					
THORNE **Thorne & Wait**							
General Labourer	22/10/2023	00710907	1	1,315.07	0.00	1,315.07	0.00
General Labourer x 2	29/10/2023	00710936	1	1,234.56	0.00	1,234.56	0.00
General Labourer x 2	05/11/2023	00710965	1	1,118.26	0.00	1,118.26	0.00
					0.00	**3,667.89**	
		Above paid on 21/11/2023 by Online Payment Ref THORNE					
			Total Purchase Ledger Payments		**0.00**	**65,575.84**	

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B001 Bicester Hotel Golf & Spa							
Mayor's Fundraising 24/11/23	24/11/2023	111049129	1	3,215.00	0.00	3,215.00	0.00
Cr re deposit paid via Cashbk	24/11/2023	CN MANUAL	1	-1,030.00	0.00	-1,030.00	0.00
					0.00	**2,185.00**	

Above paid on 24/11/2023 by Online Payment Ref B001

Total Purchase Ledger Payments	**0.00**	**2,185.00**

Linked to Cashbook 1 | **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACCESS	**Access First Aid Training**							
Event First Aid Cover		16/11/2023	2065	1	100.00	0.00	100.00	0.00
						0.00	**100.00**	
Above paid on 30/11/2023 by Online Payment Ref ACCESS								
AG	**A&G Security and Events Ltd**							
Garth Park 26th Aug		01/09/2023	958	1	1,168.20	0.00	1,168.20	0.00
						0.00	**1,168.20**	
Above paid on 30/11/2023 by Online Payment Ref AG								
B005	**Telefonica O2 UK Ltd**							
Mobile Phones 30 Oct to 29 Nov		30/10/2023	26753604	1	334.81	0.00	334.81	0.00
Small Bix SIMO (Broadband)		30/10/2023	26754547	1	47.16	0.00	47.16	0.00
						0.00	**381.97**	
Above paid on 30/11/2023 by Online Payment Ref B005								
BEAUTY	**Beauty & Bicester**							
Event Photography		26/08/2023	230318	1	100.00	0.00	100.00	0.00
						0.00	**100.00**	
Above paid on 30/11/2023 by Online Payment Ref BEAUTY								
ICS	**iCS Communication**							
Telephone Charges		07/11/2023	45494/0659872	1	271.14	0.00	271.14	0.00
						0.00	**271.14**	
Above paid on 30/11/2023 by Online Payment Ref ICS								
O019	**Oxford Alarm Company Ltd**							
Fire maintenance		15/11/2023	4961	1	488.51	0.00	488.51	0.00
						0.00	**488.51**	
Above paid on 30/11/2023 by Online Payment Ref O019								
S013	**St Edburg's Church**							
Sponsorship of Christmas tree		10/10/2023	10102023	1	44.00	0.00	44.00	0.00
						0.00	**44.00**	
Above paid on 30/11/2023 by Online Payment Ref S013								

Continued over page

Linked to Cashbook 1 | **Entered Month 8 by user LS**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S102 Signature Flowers							
Cut flowers for stage	09/11/2023	INV-2416	1	450.00	0.00	450.00	0.00
					0.00	**450.00**	
		Above paid on 30/11/2023 by Online Payment Ref S102					
SPITTLE MARTIN SPITTLE LTD PAINTING & DECORATING							
Painting at Garth House	12/11/2023	NOV	1	1,215.00	0.00	1,215.00	0.00
					0.00	**1,215.00**	
		Above paid on 30/11/2023 by Online Payment Ref SPITTLE					
		Total Purchase Ledger Payments			**0.00**	**4,218.82**	

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C054	**CMR Intech Limited**							
Adobe Creative Cloud		22/11/2023	421580	1	943.20	0.00	943.20	0.00
						0.00	**943.20**	
			Above paid on 30/11/2023 by Online Payment Ref C054					
C41	**Cherwell District Council**							
Parish By-election recharge		09/11/2023	20012943	1	11,593.59	0.00	11,593.59	0.00
Landscape recharges		14/11/2023	20013191	1	142,707.90	0.00	142,707.90	0.00
Market Square car park		17/11/2023	20013221	1	588.00	0.00	588.00	0.00
						0.00	**154,889.49**	
			Above paid on 30/11/2023 by Online Payment Ref C41					
EURO	**Euroffice Ltd**							
Stationery		22/11/2023	INV0004457989	1	355.74	0.00	355.74	0.00
						0.00	**355.74**	
			Above paid on 30/11/2023 by Online Payment Ref EURO					
M061	**Mulberry & Co**							
Internal audit fee		16/11/2023	22172	1	334.62	0.00	334.62	0.00
						0.00	**334.62**	
			Above paid on 30/11/2023 by Online Payment Ref M061					
N004	**New Recruits**							
Industrial staff		15/11/2023	00067567	1	678.77	0.00	678.77	0.00
Industrial worker		22/11/2023	00067658	1	672.34	0.00	672.34	0.00
						0.00	**1,351.11**	
			Above paid on 30/11/2023 by Online Payment Ref N004					
P010	**Travis Perkins Trading Co Ltd**							
Topsoil		14/11/2023	3003 ALW500	1	206.90	0.00	206.90	0.00
Topsoil		14/11/2023	3003 ALW504	1	206.90	0.00	206.90	0.00
Grit and cement		20/11/2023	3003 ALW750	1	86.15	0.00	86.15	0.00
						0.00	**499.95**	
			Above paid on 30/11/2023 by Online Payment Ref P010					

Continued over page

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PENINSULA	**Peninsula**							
Insurance		18/11/2023	U003900482	1	202.12	0.00	202.12	0.00
						0.00	**202.12**	
			Above paid on 30/11/2023 by Online Payment Ref PENINSULA					
PITCH	**Pitchbooking.com**							
Pitchbooking system		01/11/2023	INV-1235	1	7,200.00	0.00	7,200.00	0.00
						0.00	**7,200.00**	
			Above paid on 30/11/2023 by Online Payment Ref PITCH					
PO76	**Pushstart Marketing**							
The Garth Gazette		21/11/2023	INV-1518	1	6,000.00	0.00	6,000.00	0.00
						0.00	**6,000.00**	
			Above paid on 30/11/2023 by Online Payment Ref PO76					
RIO	**RIO WORKWEAR LTD**							
Hi Vis vests		24/11/2023	INV-8062	1	195.00	0.00	195.00	0.00
Safety shoes		24/11/2023	INV-8086	1	50.40	0.00	50.40	0.00
Gloves		24/11/2023	INV-8087	1	96.00	0.00	96.00	0.00
						0.00	**341.40**	
			Above paid on 30/11/2023 by Online Payment Ref RIO					
S014	**Sparky and Sprite Entertaining**							
Evening Performance 24.11.2023		24/11/2023	718	1	400.00	0.00	400.00	0.00
						0.00	**400.00**	
			Above paid on 30/11/2023 by Online Payment Ref S014					
T065	**Turney - Groundforce**							
Machinery Repairs		08/11/2023	1096554	1	466.04	0.00	466.04	0.00
Issue with Trimax Snake		08/11/2023	1096556	1	122.88	0.00	122.88	0.00
						0.00	**588.92**	
			Above paid on 30/11/2023 by Online Payment Ref T065					

Continued over page

Linked to Cashbook 1 **Entered Month 8 by user LS**

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TASS	**TIME ASSURED LIMITED**							
Annual Service		22/11/2023	INV-23299	1	162.00	0.00	162.00	0.00
						0.00	**162.00**	
			Above paid on 30/11/2023 by Online Payment Ref TASS					
THORNE	**Thorne & Wait**							
General Labourer x 2		12/11/2023	00710993	1	1,234.56	0.00	1,234.56	0.00
General Labourer x 2		19/11/2023	00711017	1	1,234.56	0.00	1,234.56	0.00
						0.00	**2,469.12**	
			Above paid on 30/11/2023 by Online Payment Ref THORNE					
TOOL	**Toolstation ltd**							
Hardware Supplies		09/11/2023	XWW489272128	1	128.93	0.00	128.93	0.00
						0.00	**128.93**	
			Above paid on 30/11/2023 by Online Payment Ref TOOL					
			Total Purchase Ledger Payments			**0.00**	**175,866.60**	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 19th December 2023

Aged Debtors

Chairman: Councillor Paul Wheatley
Contact: Paul.wheatley@bicester.gov.uk

Louise Steele – Locum Responsible Financial Officer
Contact: 01869 252915 louise.steele@bicester.gov.uk

Ward Affected: All Wards

1.Overview
This report is a standing report to keep Councillors informed as to the Aged Debtors.

The Officer will be available to answer any specific questions

2. Background
In order to monitor debts due to the council, the Aged Debtors report tracks how old each debt is and the value that is outstanding.

Any debts over 1 month old are chased each week unless it is a quarterly or annual invoice that is being paid by instalments.

3.Illustration Grapth

Date	Value (less Vat)	Who	Age	Report
02/03/2023	350	ROUND TABLE	182	4
31/05/2023	80.33	CDC	92	4
31/05/2023	1500	WEDDING	92	4
01/06/2023	5100	CAB	91	4
16/06/2023	350	ROUND TABLE	76	3
19/06/2023	250	OALC	73	3
07/07/2023	200	DL HANCOCK	55	3

5	0	Greater than 12 months
4	1	Between 6 and 12 months
3	3	Between 3 and 6 months
2	4	Between 1 and 3 months
1	0	Less than 1 month

Now paid or cleared
Qtr or Annual instal
Active chasing

4. Recommendation

Councillors are asked to **NOTE** the information given in this report.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 19th December 2023

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Contact: Paul.wheatley@bicester.gov.uk

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4. Recommendation

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MULBERRY & CO
Chartered Certified Accountants
& Chartered Tax Advisors

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/BIC001

Bicester Town Council
The Garth
Launton Road
Bicester
Oxfordshire
OX26 6PS

14th November 2023

Dear Louise

Re: Bicester Town Council
Internal Audit Year Ended 31 March 2024 – Interim Audit Report.

Executive summary
Following completion of our interim internal audit on 14th November we enclose our report for your kind attention and presentation to the council. The audit was 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 at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

The interim audit was conducted on site with the council's Interim Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website https://www.bicester.gov.uk/

Our sample testing did not uncover any errors or misstatements that are required to be reported 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.

The councillors, clerk & RFO appear to be informed and council taking measured decisions using the reports and financial information provided by the clerk. There is also evidence of staff and councillor training taking place. It is therefore clear the council takes governance, policies and procedures seriously and I am therefore pleased to report that overall, the systems and procedures you have in place are fit for purpose and for a council of this size a model of good practice.

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 our opinion that the systems and internal procedures at Bicester Town Council are fit for purpose and more importantly followed by councillors.

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 Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Engagement Letter
An engagement letter was previously issued to the council covering the 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. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past.
- The client uses an industry approved financial reporting package.
- The client regularly carries out reconciliations and documents these.
- There is regular reporting to council.
- The management team are experienced and informed.
- Records are neatly maintained and referenced.
- The client is aware of current regulations and practices.
- No High staff turnover

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.

Table of contents –

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The council continues to use RBS for recording the day-to-day financial transactions of the council. The RBS package is used regularly to record transactions and produce management information reports for review at council and committee meetings. There are six users,

- Clerk – access all areas.
- RFO – access all areas.
- Service Manager – Purchase Orders
- Assistant RFO -– access all areas.
- Civic & Democratic Office – purchase orders and allotments, cemeteries
- Admin Officer - Access all areas

The PCs are currently backed up to a cloud drive. Not all passwords are automatically prompted to change. The back up has been tested in the past.

The financial records are usually stored in lever arch files stored in the finance office along with supplier invoices, bank statements and other financial records. Some items are kept in the clerks office under lock and key. However as at the audit date the council is behind on its filing and many items are stored in bundles in a box in the RFO's office. This is obviously not best practice nor indeed, as observed in prior years normal practice for Bicester. **I would recommend that at some point the filing system is brought up to date, before it becomes an overly large task.**

I reviewed the cashbook and performed a walk-through test on a supplier invoice drawn at random. The system is populated with sufficient narrative, such that a casual reader can garner an understating of the nature and scope of the transaction and the underlying documentation was located. I make no recommendation to change in the population and use of the RBS software.

I also reviewed the cashbook and performed a walk-through test on a sales receipt drawn at random. The Savoir rental invoices are showing as payments on account – **the invoices need to be raised for the rental.** We also chose a football club receipt drawn at random and again walked back to the physical invoice.

I tested the opening balances as at 1/4/23 by reviewing the balance brought forward on the cashbooks and the audited accounts for 2022/23. There were no errors.

The Council is not VAT registered and the last VAT reclaim was for the period ended 30th September 2023, which showed a refund position of £100,343.10. The refund was received on the 16th of October 2023 as evidenced to the bank statement.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. I believe the council keeps appropriate records and uses the systems for the purpose for which they are intended.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

External auditors report was qualified in 2022/23 on the basis that the effectiveness of internal controls had not been carried out. This is published on the council website along with the notice of conclusion. This will be taken to full council on the 20th of November. The council has already made a note to carry out this task before the council year end.

It was noted the heading of the 2022/23 notice of electors rights website document varies to previous versions. **I would recommend continuance of previous headings for the purposes of consistency.**

Confirm by sample testing that councillors sign statutory office forms.

I confirmed in previous audits by sample testing that Councillors sign Acceptance of Office forms, declaration of interest and notice to receive information by electronic means, all in accordance with current regulations. **However, it was noted for the most recent councillor elected in September 2023, the relevant forms have not been all been finalised yet. I recommend this process is reviewed and statutory forms brought up to date a soon as possible.**

Confirm that the Council is compliant with the GDPR.

The council is fully aware of GDPR and accessibility regulations. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

Confirm that the Council meets regularly throughout the year.

Full council meets circa six times per annum, including the annual meeting. **The council has committees, the schemes of delegation will need to be updated and readopted prior to the council year end.**

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £9.93 (2023: £8.82) per elector.

The council does not have the power of general competence, expenditure is with S.137 thresholds.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance. The agenda background information is provided in easily downloadable links.

Check the draft minutes of the last meeting(s) are on the council's website.

Minutes are uploaded to the council website., these are in accessible format.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model. These are in the process of being reviewed and will be readopted by March 2024.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.
Financial regulations are based on the NALC model. These were reviewed and readopted in the full council in August 2022. **There is evidence of typos and the document is due to be reformatted, council may want to attend to this before the next formal review date.**

The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.
Financial regulations 2.2 deals with bank reconciliation and reporting to committee. The reconciliations are being prepared and signed and reported to committee. **However, the regulation needs to be updated to allow rather than preclude the chair of finance to carry out this task.**

Financial Regulation 4 Deals with authority to spend. 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £25,000;*
- *a duly delegated committee of the council for items over £10,000; or*
- *the Town Clerk, in consultation with the Mayor or Chairman of the appropriate committee, for any items below £10,000 and above £2,500.*

Such authority is to be evidenced by a minute or by an email or authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Financial Regulation 11.1.h deals with tenders, quotes and estimates. H. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £12,500 and above £2,500 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply. For expenditure of £2,500 or less in value the Town Clerk or RFO shall have executive power.

I reviewed the RBS nominal ledger list for items over £2,500 and was able to verify the expenses to the physical invoice, with assistance from the RFO I was also able to verify that council had pre-approved the expenditure in accordance with regulation and that where applicable quotes and estimates had been obtained. **If I had one recommendation it would be to add a note or annotation to the financial transaction that denotes the minute refences as this type of expenditure will always attract interest.**

Financial Regulation deals with purchase and sale of assets etc. 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, or relevant committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

I confirm that business cases are written for fixed asset purchases in accordance with regulations.

Financial Regulation 5 deals with banking arrangements and authorisation of payments.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, this will be emailed to each councillor two days before payment allowing time for members to comment or otherwise influence the payment of specific invoices. This schedule counter-signed by the Town Clerk or in their absence the Service Manager/RFO, accompanied with the relevant invoices, will be presented to two councillors who are authorised bank signatories for signature. The approved schedule shall be presented to the next Finance Committee for endorsement. A summary list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was endorsed.

It was noted that payments lists are drawn up but not always necessarily endorsed by councillors. I recommend the text of this regulation is reviewed in the light of day-to-day practice. It was also noted the minute could be more robust in detailing what list of payments is approved.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit, SO and bacs. There is no doubt payments are properly reported to council, approved and the physical payment authorised. The bank system has a dual access requirement.

I was able to prove beyond doubt that payments lists are produced.

Confirm that checks of the accounts are made by a councillor.
The system noted above details internal review takes place and councillor, committee, and council level. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for", has been met.

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

The council has a risk management policy which appears to have been most recently reviewed and approved by council in March 2022. This was scheduled for review in March 2023 but this has not taken place. **I recommend this is brought up to date as soon as possible and certainly before the year end.**

I confirmed that the council has a valid insurance policy in place with Zurich with the annual renewal date of March 2024. The council has public liability of £10,000,000 and fidelity guarantee of £250,000. **The money cover is very low, I suggest this is reviewed carefully with the insurance broker.**

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

I have reviewed the minutes of full council and note that council endorsed the finance committee approval of the 23/24 budget, but there was no formal recognition of the amount requested for the precept, in addition to this, there was no formal approval given by council to the officers to request a precept from the district. It is proper practice for council to formally approve a precept and give authority to request public funds. **I recommend a thorough review of the budget approval process to ensure proper practices are observed for the 24/25 budget.**

The draft 2024/25 budget is in progress and has been presented to committee – deadlines are achievable.

The council holds £3.2m in earmarked reserves (EMR). The reserves are clearly identifiable and show movement in the year.

The council holds c. £800k in the general reserve. 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).

I estimate the net revenue expenditure to be in the region of £1.5m per annum. The general reserve balance is within the recommended range.

I have noted evidence in the minutes of budgets and forecasts being discussed in depth at committee.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.

Audit findings

The council has multiple income sources to support the precept, including, grants, allotments, pitch hire, burials and other miscellaneous sources.

A review of the nominal ledger report and cashbooks shows income is clearly recorded with sufficient narrative description to identify the source. There was no evidence of netting off and the income item appears to be posted to the correct heading to which the expenditure related.

Bad & aged debts are monitored monthly, statements are issued using the finance package and a report is made to council/committee. Cash receipt and invoicing are in the main dealt with by separate individuals. There is segregation of duties in the system. Further testing on the event income audit trail will be undertaken at the year end.

A review of the aged debtors shows that the council is behind on its sales invoicing. **I recommend this is completed as soon as possible as this will impact the cashflow.**

I could find no evidence of annual fees and charges being reviewed in accordance with financial regulation 9.3.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council does not have any petty cash.

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

The payroll is processed by external firm using third party software. Salary approvals are part of the general payments' approval process.

The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

I tested the tax deduction and pay scales there were no errors. I am of the opinion salaries are correctly calculated and paid.

All council employees are paid through the payroll for all council work undertaken. No employees are paid separately for any other council work undertaken.

There are no councillor allowances.

I was unable to verify the PAYE payments to government gateway account, I will check this at the year end.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

The council has a detailed excel fixed asset register in place, broken down into sections containing land and buildings, street furniture, equipment, etc.

The register contains insurance values, additions, disposals, and current value. This form of recording is entirely appropriate for a council of this size. **However, it is equally clear the register needs to be updated prior to the year end for in year fixed asset purchases as evidenced from the nominal ledger.**

The council has PWLB borrowing which at the year-end date was verified to third party statements.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

2.2. On a regular basis, following a meeting of the Finance Committee, and at each financial year end, a member other than the Chairman of the Finance Committee shall be appointed by the Finance Committee to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. Any exceptions shall on conclusion be reported to and noted by the Finance Committee.

Bank reconciliations are completed on a regular basis, independently checked, and presented to committee meetings for review. I reviewed the reconciliation as at 30/09/2023 presented for the interim audit. I was able to confirm the balances to the bank statements and found no errors. I am also able to confirm that the reconciliations are signed.

The council has an investment strategy, which will be published on the council website.

As the council's budget exceeds €500,000, it does not benefit from protection from 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

Section 1 – Annual Governance Statement

	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.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**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.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**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.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk is experienced and 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.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**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.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**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.	*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.*	**YES** – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – where matters are raised, action taken by council is recorded
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.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability	*has met all of its responsibilities where, as a body corporate, it is a sole*	**N/A**

	responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*managing trustee of a local trust or trusts.*	

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Auditor notes
1	Balances brought forward	3,891,908	4,048,456	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	1,582,488	1,684,269	Figure confirmed to central records
3	Total other receipts	236,889	281,006	Agrees to underlying records
4	Staff costs	417,765	493,499	Agrees to underlying records
5	Loan interest/capital repayments	10,850	10,661	Verified against PWLB records
6	All other payments	1,234,214	1,488,708	Agrees to underlying records
7	Balances carried forward	4,048,456	4,020,363	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	4,154,256	4,274,698	Agrees to bank reconciliation
9	Total fixed assets plus long- term investments and assets	3,751,923	3,782,021	Matches asset register - 2022 restated To remove insurance values and replace with £1
10	Total borrowings	151,125	146,250	Verified against PWLB records

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 do not include any Trust transactions.*

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

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

The council has income and expenditure in excess of £200,000 and as such is required to follow the "Local Government Transparency Code 2015" which is recommended practice not a statutory requirement.

The Code requires local authorities in England to publish the following information quarterly:

Expenditure exceeding £500	On the web site up to July 2023 – **these need updating**
Government Procurement Card transactions	On the web site
Procurement information	On the web site up to November 2020 - – **these need updating**

Additionally, local authorities are required to publish the following information annually:

Local Authority Land	On the web site
Social Housing Assets	On the web site
Grants to voluntary, community and social enterprise organisations	On the web site
Organisational Chart	On the web site
Trade union facility time	On the web site
Parking account	On the web site
Parking spaces	On the web site
Senior salaries	On the web site
Constitution	On the web site
Pay multiple	On the web site
Fraud	On the web site

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 the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

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 (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	19 June 2023
Date inspection notice issued	20 June 2023
Inspection period begins	21 June 2023
Inspection period ends	1st August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	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.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:
- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:
- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the publication requirements for 2022/23 have been met and the Notice of Public Rights is published on the council website.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts. This test does not apply.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	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 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. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
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 *(evidenced by the notice published 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.	✓		
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

M Mulberry

Mark Mulberry
For Mulberry & Co

Interim audit 2024 – audit points

Audit Point	Audit Findings	Council comments
Books of Account	The financial records are usually stored in lever arch files stored in the finance office along with supplier invoices, bank statements and other financial records. Some items are kept in the clerks office under lock and key. However as at the audit date the council is behind on its filing and many items are stored in bundles in a box in the RFO's office. This is obviously not best practice nor indeed, as observed in prior years normal practice for Bicester. **I would recommend that at some point the filing system is brought up to date, before it becomes an overly large task.** I also reviewed the cashbook and performed a walk-through test on a sales receipt drawn at random. The Savoir rental invoices are showing as payments on account – **the invoices need to be raised for the rental.** We also chose a football club receipt drawn at random and again walked back to the physical invoice.	
Financial Regulations & Governance	It was noted the heading of the 2022/23 notice of electors rights website document varies to previous versions. **I would recommend continuance of previous headings for the purposes of consistency.** *Confirm by sample testing that councillors sign statutory office forms.* I confirmed in previous audits by sample testing that Councillors sign Acceptance of Office forms, declaration of interest and notice to receive information by electronic means, all in accordance with current regulations. **However, it was noted for the most recent councillor elected in September 2023, the relevant forms have not been all been finalised yet. I recommend this process is reviewed and statutory forms brought up to date a soon as possible.** *Confirm that the Council meets regularly throughout the year.* Full council meets circa six times per annum, including the annual meeting. **The council has committees, the schemes of delegation will need to be updated and readopted prior to the council year end.** *Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.* Financial regulations are based on the NALC model. These were reviewed and readopted in the full council in August 2022. **There is evidence of typos and the document is due to be reformatted, council may want to attend to this before the next formal review date.** *Check that the council's Financial Regulations are being routinely followed.* Financial regulations 2.2 deals with bank reconciliation and reporting to committee. The reconciliations are being prepared and signed and reported to committee. **However, the regulation needs to be updated to allow rather than preclude the chair of finance to carry out this task.** I reviewed the RBS nominal ledger list for items over £2,500 and was able to verify the expenses to the physical invoice, with assistance from the RFO I was also able to verify that council had pre-approved the expenditure in accordance with regulation and that where applicable quotes and estimates had been obtained. **If I had one recommendation it would be to add a note or annotation to the financial**	

	transaction that denotes the minute refences as this type of expenditure will always attract interest. **It was noted that payments lists are drawn up but not always necessarily endorsed by councillors. I recommend the text of this regulation is reviewed in the light of day-to-day practice. It was also noted the minute could be more robust in detailing what list of payments is approved.**	
RISK MANAGEMENT AND INSURANCE	The council has a risk management policy which appears to have been most recently reviewed and approved by council in March 2022. This was scheduled for review in March 2023 but this has not taken place. **I recommend this is brought up to date as soon as possible and certainly before the year end.** I confirmed that the council has a valid insurance policy in place with Zurich with the annual renewal date of March 2024. The council has public liability of £10,000,000 and fidelity guarantee of £250,000. **The money cover is very low, I suggest this is reviewed carefully with the insurance broker.**	
BUDGET, PRECEPT AND RESERVES	I have reviewed the minutes of full council and note that council endorsed the finance committee approval of the 23/24 budget, but there was no formal recognition of the amount requested for the precept, in addition to this, there was no formal approval given by council to the officers to request a precept from the district. It is proper practice for council to formally approve a precept and give authority to request public funds. **I recommend a thorough review of the budget approval process to ensure proper practices are observed for the 24/25 budget.**	
INCOME	A review of the aged debtors shows that the council is behind on its sales invoicing. **I recommend this is completed as soon as possible as this will impact the cashflow.** **I could find no evidence of annual fees and charges being reviewed in accordance with financial regulation 9.3.**	
PAYROLL	**I was unable to verify the PAYE payments to government gateway account, I will check this at the year end.**	
ASSETS AND INVESTMENTS	The register contains insurance values, additions, disposals, and current value. This form of recording is entirely appropriate for a council of this size. **However, it is equally clear the register needs to be updated prior to the year end for in year fixed asset purchases as evidenced from the nominal ledger.**	
Transparency	Expenditure exceeding £500 - On the web site up to July 2023 – **these need updating**	
Transparency	Procurement information - On the web site up to November 2020 - – **these need updating**	

Finance Committee – Action Plan for Meeting 19 December 2024

	Weakness Identified	Action required	By whom?	By when?	Comments	Date Completed
1.	Review of Standing Orders & Financial Regulations due	Review Standing Orders Review Financial Regulations	Town Clerk & Full Council (Locum) RFO, Finance Committee & Full Council	Before 31 March 2024 Before 31 March 2024	Review of Financial Regulations underway – for next meeting of Committee	
2	Absence of permanent RFO	Recruit RFO	Town Clerk, Personnel Sub-Committee & Full Council	ASAP	Action Complete – new RFO starts 15 January 2023	
3.	Funds held in non-interest bearing accounts	Review of funds held with Lloyds & Santander banks	(Locum) RFO and Finance Committee, Full Council	ASAP (after mandate complete – see below)	Lloyds paperwork received and to be actioned. No response from Santander	
4.	Credit Card not settled by Direct Debit	Consider agreeing Direct Debit settlement of credit card bill	Finance Committee (& then Full Council)	ASAP		
5.	Out of date mandates for Lloyds, Santander & CCLA	Update mandates (already decided by Full Council)	(Locum) RFO & Town Clerk	On-going	In progress	
6.	Staff training on cash handling and safety of assets & money	Ensure staff are trained as recruited	Town Clerk	On-going		
7.	Pensions Re-enrolment overdue	Compliance with Pensions Regulator requirements	(Locum) RFO	ASAP	Action Complete	27 October 2023

8.	Review Fixed Asset Register	Review by Council	Town Clerk, Finance Committee & Full Council	Before 31 March 2024		
9.	Actions required	Finance Committee to monitor actions Full Council to conduct further review	Finance Committee Full Council	On-going Before 31 March 2024		

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 19th December 2023

Budget Sign Off 2023/2024

Chairman: Councillor Paul Wheatley
Contact: paul.wheatley@bicester.gov.uk

Louise Steele: Locum Responsible Finance Officer
Contact: 01869 252915 louise.steele@Bicester.Gov

Ward Affected: All Wards

1. Overview

Each year the committee agree the following years budget, the budget will have already been to the committee's representing Policy , Environment, Personnel and Events

All committee's have approved the relevant section on the budget although the Environment committee sought greater clarification once this report is presented to Finance.

2. Appendices

See Appendix 1 – detailed spreadsheet and Appendix 2 – budgeting report from the accounting software for further detail.

3. Recommendation

The Committee is asked to **APPROVE** the budget for the following year and to make recommendations to Full Council about setting the budget and a precept for 2024/25

			Previous years actual spend (Final)				Current year	Next Year	Difference		Comments
			2019/2020	2020/2021	2021/2022	2022/2023	Budget	Budget	£0.00		
102	Civic and Democratic										
4028	Civic and Democratic	Meetings and Hospitality	£78.00	£53.00	£70.00	£70.00	£0.00	£0.00	£0.00	2	BLANK
4031	Civic and Democratic	Modern Gov	£0.00	£0.00	£9,000.00	£7,250.00	£9,000.00	£0.00	-£9,000.00		Mod gov is the electrical agenda
4000	Civic and Democratic	Bring Me					£0.00	£12,000.00	£12,000.00		touch screen reception (based on potential development project)
4150	Civic and Democratic	Mayor's allownace	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£1,750.00	£0.00		mayor annual allowance
4159	Civic and Democratic	Elections	£2,638.00	£0.00	£0.00	£0.00	£3,000.00	£3,000.00	£0.00		ear marked reserve (coomunity & elections) Not required 2023 , reserves safe
4160	Civic and Democratic	Civic Expenses	£14,905.00	£8,491.00	£639.00	£8,509.00	£11,000.00	£3,000.00	-£8,000.00		general civic expense
4000	Civic and Democratic	Civic Mayor Making	£0.00	£0.00	£0.00	£0.00	£0.00	£770.00	£770.00		civic event 1
4000	Civic and Democratic	Civic Flag Raising	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00		civic event 2
4000	Civic and Democratic	Civic Service & Parade	£0.00	£0.00	£0.00	£0.00	£0.00	£5,040.00	£5,040.00		civic event 3
4000	Civic and Democratic	Civic Rememberance	£0.00	£0.00	£0.00	£0.00	£0.00	£4,940.00	£4,940.00		civic event 4
4209	Civic and Democratic	Member's Allowances	£11,760.00	£12,264.00	£11,388.00	£12,936.00	£14,000.00	£14,000.00	£0.00		15x councillor allowance (inc mayor)
105	Central Services										
1014	Central Services	Inc-Miscellaneous	£0.00	£24,154.00	£254.00	£0.00	£0.00	£0.00	£0.00	2	unplanned income
4000	Central Services	Salaries	£130,778.00	£112,400.00	£138,376.00	£135,599.00	£183,000.00	£260,000.00	£77,000.00		office staff
4001	Central Services	Ers National Insurance	£11,108.00	£11,051.00	£13,578.00	£13,349.00	£20,000.00	£30,000.00	£10,000.00		office staff
4002	Central Services	Ers Pension	£37,526.00	£24,170.00	£30,154.00	£23,016.00	£35,000.00	£56,000.00	£21,000.00		office staff
4003	Central Services	Temporary Staff	£0.00	£16,283.00	£0.00	£34,009.00	£2,500.00	£0.00	-£2,500.00		office staff
4009	Central Services	Staff Travel	£24.00	£466.00	£1,000.00	£90.00	£250.00	£250.00	£0.00		As described
4015	Central Services	Health and Safety	£1,607.00	£595.00	£124.00	£1,893.00	£2,000.00	£5,000.00	£3,000.00		peninsula
4020	Central Services	Mobile Phones	£908.00	£623.00	£569.00	£806.00	£600.00	£1,200.00	£600.00		estimate
4021	Central Services	Office Phones	£2,581.00	£2,738.00	£2,198.00	£2,328.00	£2,000.00	£2,000.00	£0.00		bt phone lines
4022	Central Services	Post	£2,202.00	£2,619.00	£1,448.00	£449.00	£0.00	£0.00	£0.00	2	BLANK
4023	Central Services	Stationery	£1,193.00	£1,460.00	£884.00	£976.00	£2,400.00	£2,400.00	£0.00		As described
4024	Central Services	Subscriptions	£4,061.00	£4,357.00	£4,574.00	£4,206.00	£4,500.00	£4,500.00	£0.00		as described
4025	Central Services	Insurance	£18,562.00	£19,241.00	£17,714.00	£18,587.00	£25,000.00	£25,000.00	£0.00		As described
4026	Central Services	Printing	£220.00	£0.00	£0.00	£466.00	£0.00	£0.00	£0.00	2	BLANK
4027	Central Services	Ref. Booksand Publications	£109.00	£60.00	£123.00	£0.00	£150.00	£150.00	£0.00		unlikely required
4030	Central Services	Advertising & Promotions	£680.00	£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4032	Central Services	Recruitment Advertising	£565.00	£0.00	£294.00	£57.00	£300.00	£300.00	£0.00		Indeed fees
4033	Central Services	Office Expenses	£1,124.00	£1,042.00	£286.00	£1,335.00	£1,200.00	£1,300.00	£100.00		consumables tea/coffee etc
4034	Central Services	Computer Support	£16,536.00	£18,887.00	£17,560.00	£28,142.00	£29,100.00	£29,100.00	£0.00		CMR billing
4035	Central Services	Maintenance-Office Equipment	£18.00	£20.00	-£9.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4040	Central Services	Website	£2,755.00	£471.00	£1,065.00	£675.00	£1,300.00	£1,300.00	£0.00		Webite support - Navitas etc
4041	Central Services	Photocopier	£3,510.00	£3,509.00	£2,449.00	£218.00	£0.00	£0.00	£0.00	2	BLANK
4055	Central Services	Press & PR	£1,800.00	£2,025.00	£2,663.00	£2,625.00	£2,750.00	£2,750.00	£0.00		Sam mcGregor
4056	Central Services	Legal and Professional Fees	£7,489.00	£10,511.00	£740.00	£34,091.00	£10,000.00	£10,000.00	£0.00		budget for legal protection
4057	Central Services	Audit Fees	£3,460.00	£2,613.00	£2,457.00	£2,740.00	£4,000.00	£4,000.00	£0.00		As described
4058	Central Services	Accountancy	£6,274.00	£5,354.00	£4,731.00	£4,806.00	£6,500.00	£6,500.00	£0.00		payroll
4070	Central Services	Training & Conferences	£1,605.00	£2,040.00	£2,039.00	£4,130.00	£7,500.00	£7,500.00	£0.00		As described
4097	Central Services	HR	£1,485.00	£9,904.00	£229.00	£6,852.00	£5,400.00	£5,400.00	£0.00		budget for hr advice
4169	Central Services	Newsletter	£14,000.00	£14,666.00	£15,000.00	£10,000.00	£15,000.00	£15,000.00	£0.00		garth gazette
106	Garth House										
1002	Garth House	Inc-CAB Rent	£4,250.00	£4,250.00	£4,250.00	£3,733.00	£4,250.00	£4,250.00	£0.00		citizens advice rnet
1007	Garth House	Inc-Registrars	£4,185.00	£2,627.00	£10,093.00	£4,250.00	£1,250.00	£1,250.00	£0.00		registrars advice rent
1001	Garth House	Inc-Nais House				£3,788.00	£4,800.00	£4,800.00	£0.00		nais house rent
1010	Garth House	Inc-Garth Rooms Lettings	£6,069.00	£3,307.00	£0.00	£685.00	£3,000.00	£500.00	-£2,500.00		other room income
1014	Garth House	Inc-Miscellaneous	£0.00	£0.00	£2,220.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4004	Garth House	Cleaning Contract	£3,525.00	£3,539.00	£3,567.00	£4,628.00	£4,000.00	£4,000.00	£0.00		clean genie
4011	Garth House	Rates	£7,080.00	£7,242.00	£7,360.00	£5,616.00	£24,000.00	£24,000.00	£0.00		Estimate
4012	Garth House	Water Charges	£96.00	£302.00	£103.00	£143.00	£300.00	£900.00	£600.00		Estimate
4013	Garth House	Gas	£1,585.00	£528.00	£1,124.00	£1,114.00	£2,000.00	£4,000.00	£2,000.00		Estimate
4014	Garth House	Electric	£1,486.00	£2,171.00	£2,011.00	£3,152.00	£2,500.00	£3,800.00	£1,300.00		Estimate
4017	Garth House	Cleaning Materials	£12.00	£88.00	£33.00	£175.00	£100.00	£0.00	-£100.00		CLOSE and move budget to offices expenses
4036	Garth House	Grounds & Buildings Mtce	£2,532.00	£6,792.00	£1,759.00	£2,172.00	£5,000.00	£5,000.00	£0.00		general maintneance
4039	Garth House	Waste Removal	£0.00	£0.00	£994.00	£994.00	£1,250.00	£1,250.00	£0.00		CLOSE and move to Garth park waste removal
4130	Garth House	Building Security	£895.00	£2,500.00	£1,035.00	£1,430.00	£1,500.00	£1,500.00	£0.00		As described
4203	Garth House	Window Cleaning	£498.00	£332.00	£0.00	£490.00	£1,200.00	£1,200.00	£0.00		As described
107	Garth Lodge										
1006	Garth Lodge	Inc-Garth Lodge	£3,900.00	£8,387.00	£6,600.00	£13,200.00	£13,200.00	£13,200.00	£0.00		As described
4011	Garth Lodge	Rates	£1,485.00	£0.00	£244.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4013	Garth Lodge	Gas	£264.00	£115.00	£93.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4014	Garth Lodge	Electric	£77.00	£33.00	£69.00	£0.00	£0.00	£0.00	£0.00	2	tenant
4052	Garth Lodge	Garth Lodge Costs	£7,013.00	£3,908.00	£1,512.00	£1,939.00	£2,500.00	£2,500.00	£0.00		repair work requested through alexander
108	Corporate Finance										
1076	Corporate Finance	Inc-Precept	£1,399,420.00	£1,468,070.00	£1,566,506.00	£1,582,488.00	£1,717,954.07	£1,752,313.16	£34,359.08	2.0%	income - each year is targetted at 2% increase
1000	Corporate Finance	Inc- Band D increase on previous year	£0.00	£0.00	£0.00	£0.00	£0.00	£47,925.00	£47,925.00		estimate on increase of resident via develpoments
1077	Corporate Finance	Inc-Precept Support Grant	£61,716.00	£61,716.00	£30,858.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1096	Corporate Finance	Cemetery	£16,271.00	£15,896.00	£3,665.00	£2,411.00	£3,000.00	£30,000.00	£27,000.00		as described
4059	Corporate Finance	Bank Charges	£2,107.00	£2,076.00	£1,725.00	£1,729.00	£2,000.00	£2,000.00	£0.00		as described
4306	Corporate Finance	Loan Repayments	£25,726.00	£11,226.00	£11,038.00	£10,850.00	£11,000.00	£11,000.00	£0.00		as described
109	Community Support										
4060	Community Support	CAB	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£8,250.00	£0.00		Support money for local charity
4061	Community Support	Grants to Voluntary Org.	£18,273.00	£18,069.00	£9,350.00	£16,291.00	£22,000.00	£22,000.00	£0.00		Grant aid held at beginning of year
4062	Community Support	Shopmobility/Dialaride	£0.00	£0.00	£0.00	£0.00	£4,750.00	£0.00	-£4,750.00		BLANK
4063	Community Support	COVID 19 Grants	£3,000.00	£0.00	£8,140.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4064	Community Support	OYAP	£3,600.00	£12,000.00	£0.00	£25,500.00	£12,000.00	£0.00	-£12,000.00		OYAP Disolving
4065	Community Support	TVP Crime Partnership	-£218.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£0.00		"pub watch" Bicester Police station invoicable support
4131	Community Support	Bicester Vision Manager	£5,004.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£0.00		Support money for local business promotion
4133	Community Support	Partnership	£4,767.00	£496.00	£0.00	£0.00	£11,000.00	£0.00	-£11,000.00		BLANK
4170	Community Support	CCTV	£5,150.00	£5,150.00	£0.00	£0.00	£5,150.00	£0.00	-£5,150.00		unclaimed - CLOSE
4191	Community Support	Community Woodland	£0.00	£0.00	£0.00	£0.00	£5,000.00	£3,000.00	-£2,000.00		Ear marked reserve feeder (Green intfratsructor)
4192	Community Support	Youth Initiatives	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	-£10,000.00		unclaimed - CLOSE
110	Projects										
1019	Projects	Inc - Grants Received	£64,150.00	£30,000.00	£0.00	£25,000.00	£0.00	£0.00	£0.00	2	BLANK
4100	Projects	Purchase New Machinery	£3,584.00	£1,751.00	£0.00	£3,047.00	£9,300.00	£20,000.00	£10,700.00		will begin a machery overhaul
4300	Projects	New Computer Equipment	£0.00	£5,904.00	£0.00	£1,617.00	£7,000.00	£5,522.00	-£1,478.00		As described
4301	Projects	Garth House Redevelopment	£1,250.00	£5,000.00	£5,000.00	£0.00	£35,000.00	£15,000.00	-£20,000.00		Ear marked reserve (BTC premises)
4305	Projects	New Cemetery	£1,725.00	£400.00	£0.00	£1,415.00	£16,517.07	£12,500.00	-£4,017.07		Ear marked reserve (burial ground provisiion)
4312	Projects	Asset Maintenance	£0.00	£0.00	£5,878.00	£4,069.00	£60,000.00	£17,500.00	-£42,500.00		Ear marked reserve (equipment relacements)
4313	Projects	Play Area/Open Space Inv.	£0.00	£1,514.00	£2,508.00	£0.00	£80,000.00	£76,909.16	-£3,090.84		Ear marked reserve (play area open sp)
4314	Projects	Town Centre	£0.00	£4,014.00	£0.00	£76,300.00	£25,000.00	£5,000.00	-£20,000.00		Ear marked reserve (town centre)
300	Environmental Services										
4000	Environmental Services	Salaries	£214,228.00	£177,735.00	£166,189.00	£188,028.00	£270,000.00	£280,000.00	£10,000.00		garden staff
4001	Environmental Services	Ers National Insurance	£15,970.00	£14,348.00	£13,741.00	£16,168.00	£27,000.00	£30,000.00	£3,000.00		garden staff
4002	Environmental Services	Ers Pension	£38,895.00	£32,652.00	£35,873.00	£41,605.00	£58,000.00	£61,000.00	£3,000.00		garden staff
4003	Environmental Services	Temporary Staff	£0.00	£25,296.00	£38,943.00	£37,793.00	£6,500.00	£10,000.00	£3,500.00		garden staff
4016	Environmental Services	Uniform & PPE	£582.00	£578.00	£1,208.00	£1,333.00	£1,400.00	£1,400.00	£0.00		As described
4020	Environmental Services	Mobile Phones	£2,831.00	£1,730.00	£1,635.00	£1,711.00	£3,000.00	£3,000.00	£0.00		As described
4042	Environmental Services	Maintenance Machinery	£5,153.00	£6,102.00	£2,207.00	£1,844.00	£7,000.00	£10,000.00	£3,000.00		As described
4044	Environmental Services	Petrol,Oil & Gas	£5,365.00	£5,260.00	£3,245.00	£5,437.00	£6,000.00	£6,000.00	£0.00		As described
4045	Environmental Services	Tools	£0.00	£0.00	£387.00	£149.00	£1,000.00	£1,000.00	£0.00		As described
4178	Environmental Services	Vehicle maintenance	£1,868.00	£1,583.00	£2,199.00	£1,715.00	£3,000.00	£0.00	-£3,000.00		CLOSE - merge with maintenance machinery
1014	Environmental Services	Inc - Miscellanious	£105.00	£0.00	£72.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1211	Environmental Services	Inc - Sale of Asset	£0.00	£4,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	As described
301	Open Spaces										
4126	Open Spaces	Lease of Open Spaces	£0.00	£20.00	£436.00	£10.00	£21.00	£21.00	£0.00		As described
4154	Open Spaces	Tree Maintenance	£8,692.00	£45,246.00	£29,335.00	£23,684.00	£40,000.00	£0.00	-£40,000.00		close line - merged under P&GC
4175	Open Spaces	Maintenance of open Spaces	£3,737.00	£4,282.00	£3,111.00	£9,497.00	£14,500.00	£14,500.00	£0.00		white line paint , pitch repairs (top soil etc)
4190	Open Spaces	Parks and Garden Contract	£260,239.00	£327,837.00	£345,532.00	£334,454.00	£330,000.00	£350,000.00	£20,000.00		All merged into one line
4204	Open Spaces	Pest Control	£0.00	£0.00	£58.00	£201.00	£250.00	£250.00	£0.00		As described
1014	Open Spaces	Inc-Miscallaneous	£517.00	£2,111.00	£64.00	£116.00	£0.00	£0.00	£0.00	2	BLANK
1028	Open Spaces	Inc-Pavilions/pitches	£365.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1037	Open Spaces	Inc-Keta Field Pitches	£2,230.00	£2,938.00	£1,268.00	£3,829.00	£2,500.00	£2,500.00	£0.00		As described
1038	Open Spaces	Inc-Bure Park Pitches	£297.00	£17.00	£18.00	£42.00	£0.00	£0.00	£0.00	2	BLANK
1040	Open Spaces	Inc-Keble Rd Pitches	£989.00	£1,100.00	£0.00	£1,200.00	£0.00	£0.00	£0.00	2	BLANK
1041	Open Spaces	Inc - Open Spaces	£1,004.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1046	Open Spaces	Inc-Football Pitches Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
305	Pingle Field										
4012	Pingle Field	Water Charges	£590.00	£726.00	£1,591.00	£1,241.00	£900.00	£1,100.00	£200.00		estimate
4014	Pingle Field	Electric	£2,545.00	£2,639.00	£1,723.00	£12,623.00	£7,000.00	£12,000.00	£5,000.00		estimate
4017	Pingle Field	Cleaning Materials	£99.00	£108.00	£394.00	£200.00	£300.00	£300.00	£0.00		As described
4036	Pingle Field	Grounds & Buildings Mtce	£1,311.00	£1,693.00	£2,199.00	£1,300.00	£4,700.00	£20,000.00	£15,300.00		pavillion extension
4039	Pingle Field	Waste Removal	£0.00	£0.00	£223.00	£243.00	£230.00	£230.00	£0.00		As described
4130	Pingle Field	Building Security	£250.00	£2,200.00	£938.00	£1,058.00	£1,500.00	£1,500.00	£0.00		As described
1014	Pingle Field	Inc- Misc	£0.00	£2.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1028	Pingle Field	Inc-Pavilions/Piitches	£3,762.00	£4,720.00	£2,690.00	£6,866.00	£5,000.00	£5,000.00	£0.00		As described
306	Sunderland Drive										
4012	Sunderland Drive	Water charges	£390.00	£850.00	£453.00	£546.00	£900.00	£1,200.00	£300.00		estimate
4013	Sunderland Drive	Gas	£693.00	£574.00	£852.00	£235.00	£800.00	£2,000.00	£1,200.00		estimate
4014	Sunderland Drive	Electric	£389.00	£621.00	£448.00	£300.00	£1,000.00	£2,000.00	£1,000.00		estimate
4017	Sunderland Drive	Cleaning Materials	£5.00	£96.00	£343.00	£0.00	£100.00	£100.00	£0.00		As described

4036	Sunderland Drive	Grounds & Buildings Mtce	£1,666.00	£1,911.00	£2,074.00	£655.00	£12,500.00	£1,000.00	-£11,500.00		Pavillion works
4039	Sunderland Drive	Waste Removal	£0.00	£0.00	£223.00	£243.00	£250.00	£250.00	£0.00		As described
4130	Sunderland Drive	Building Security	£278.00	£1,900.00	£640.00	£1,058.00	£1,000.00	£1,000.00	£0.00		As described
1028	Sunderland Drive	Inc-Pavilions/Piitches	£4,286.00	£2,068.00	£403.00	£2,048.00	£2,000.00	£2,000.00	£0.00		As described
307	Bicester Field										
4012	Bicester Field	Water charges	£910.00	£525.00	£750.00	£1,473.00	£850.00	£1,000.00	£150.00		estimate
4014	Bicester Field	Electric	£3,605.00	£2,045.00	£1,154.00	£11,711.00	£7,000.00	£10,000.00	£3,000.00		estimate
4017	Bicester Field	Cleaning Materials	£0.00	£0.00	£343.00	£0.00	£200.00	£200.00	£0.00		As described
4036	Bicester Field	Grounds & Buildings Mtce	£1,085.00	£1,640.00	£1,944.00	£261.00	£1,000.00	£1,000.00	£0.00		Pavillion works
4039	Bicester Field	Waste Removal	£0.00	£0.00	£224.00	£243.00	£250.00	£250.00	£0.00		As described
4130	Bicester Field	Building Security	£194.00	£1,750.00	£450.00	£1,858.00	£500.00	£500.00	£0.00		As described
1028	Bicester Field	Inc-Pavilions/Piitches	£1,657.00	£825.00	£698.00	£2,637.00	£1,700.00	£1,700.00	£0.00		As described
308	Whitelands										
4069	Whitelands	Contribution from Commuted Sum	£52,400.00	£55,091.00	£55,685.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4075	Whitelands	Contribution from EMR	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4190	Whitelands	SW Sports Village	£0.00	£0.00	£0.00	£56,709.00	£0.00	£0.00	£0.00	2	BLANK
4004	Whitelands	Cleaning Contract	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£0.00		estimate
4011	Whitelands	Rates	£0.00	£0.00	£0.00	£0.00	£2,000.00	£21,000.00	£19,000.00		estimate
4012	Whitelands	Water Charges	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,200.00	£200.00		estimate
4014	Whitelands	Electric	£0.00	£0.00	£0.00	£0.00	£8,000.00	£30,000.00	£22,000.00		estimate (not including to be installed metre)
4013	Whitelands	Gas	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	-£2,000.00		estimate
4017	Whitelands	Cleaning Materials	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,000.00	£0.00		estimate
4036	Whitelands	Grounds & Buildings Mtce	£0.00	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00		estimate
4039	Whitelands	Waste Removal	£0.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	-£2,500.00		Excess waste brought to Garth Park
4130	Whitelands	Building Security	£0.00	£0.00	£0.00	£0.00	£5,000.00	£1,000.00	-£4,000.00		estimate - contract BTC , but development CDC
4203	Whitelands	Window Cleaning	£0.00	£0.00	£0.00	£0.00	£500.00	£500.00	£0.00		estimate
4000	Whitelands	Salaries	£0.00	£0.00	£0.00	£0.00	£120,000.00	£146,000.00	£26,000.00		WHITELANDS Staff
4001	Whitelands	Ers National Insurance	£0.00	£0.00	£0.00	£0.00	£7,000.00	£15,000.00	£8,000.00		WHITELANDS Staff
4002	Whitelands	Ers Pension	£0.00	£0.00	£0.00	£0.00	£26,000.00	£35,000.00	£9,000.00		WHITELANDS Staff
4003	Whitelands	Temporary Staff	£0.00	£0.00	£0.00	£0.00	£10,000.00	£0.00	-£10,000.00		WHITELANDS Staff
4016	Whitelands	Uniform & PPE	£0.00	£0.00	£0.00	£0.00	£2,500.00	£2,500.00	£0.00		As described
4020	Whitelands	Mobile Phones	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	-£1,000.00		As described
4000	Whitelands	SW Sports Village Sinking Fund	£0.00	£0.00	£0.00	£400.00	£10,000.00	£0.00	-£10,000.00		ear marked reserve (sinking fund)
4000	Whitelands	Parks and Garden Contract	£0.00	£0.00	£0.00	£0.00	£70,000.00	£0.00	-£70,000.00		ear marked reserve (contribution)
1025	Whitelands	Inc- SLA Rugby	£0.00	£0.00	£0.00	£0.00	£21,000.00	£21,000.00	£0.00		not looking to change
1026	Whitelands	Inc- SLA ACE Academy	£0.00	£0.00	£0.00	£0.00	£10,000.00	£10,000.00	£0.00		not looking to change
1027	Whitelands	Inc- SLA RTC	£0.00	£0.00	£0.00	£0.00	£12,500.00	£18,000.00	£5,500.00		small increase
1016	Whitelands	Inc- Café	£0.00	£0.00	£0.00	£0.00	£0.00	£4,500.00	£4,500.00		as per agreement
1014	Whitelands	Inc- Misc	£0.00	£0.00	£0.00	£0.00	£30,000.00	£50,000.00	£20,000.00		pitch users through online booking
401	Garth Park										
4011	Garth Park	Rates	£3,648.00	£3,730.00	-£7,134.00	£0.00	£4,925.00	£4,925.00	£0.00		may not be required
4012	Garth Park	Water Charges	£161.00	£441.00	£222.00	£619.00	£400.00	£750.00	£350.00		estimate
4013	Garth Park	Gas	£34.00	£466.00	£207.00	£455.00	£300.00	£300.00	£0.00		may not be required
4014	Garth Park	Electric	£1,871.00	£3,545.00	£1,693.00	£1,553.00	£2,000.00	£2,000.00	£0.00		may not be required
4036	Garth Park	Grounds & Buildings Mtce	£5,118.00	£7,331.00	£3,829.00	£9,549.00	£10,000.00	£5,000.00	-£5,000.00		As described
4039	Garth Park	Waste Removal	£6,296.00	£4,803.00	£3,336.00	£3,102.00	£10,000.00	£7,500.00	-£2,500.00		As described
4046	Garth Park	Horticultural Supplies	£1,115.00	£3,196.00	£2,928.00	£2,281.00	£5,000.00	£5,900.00	£900.00		winter/summer bedding (to include hanging baskets)
4050	Garth Park	Maintenance Bowls Club	£164.00	£195.00	£335.00	-£935.00	£2,000.00	£2,000.00	£0.00		bowls club purchase upkeep on BTCs behalf
4128	Garth Park	Garth Park cafe	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4004	Garth Park	Cleaning Contract	£10,000.00	£10,000.00	£2,500.00	£17,779.00	£10,000.00	£10,000.00	£0.00		As described
4130	Garth Park	Building Security	£0.00	£1,450.00	£75.00	£0.00	£4,000.00	£2,000.00	-£2,000.00		As described
4132	Garth Park	Maintenance Tennis Club	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4176	Garth Park	Maintenance Skate Park	£0.00	£212.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4177	Garth Park	Maintenance Bandstand and Well	£60.00	£0.00	£24.00	£0.00	£0.00	£15,000.00	£15,000.00		BLANK
1003	Garth Park	Inc-Garth Stables	£5,967.00	£6,300.00	£5,310.00	£6,300.00	£6,300.00	£3,150.00	-£3,150.00		Bicester green
1004	Garth Park	Inc-Garth Garage & Yard	£0.00	£12,960.00	£0.00	£4,320.00	£4,320.00	£0.00	-£4,320.00		BLANK
1005	Garth Park	Inc-Garth Depot Upper Rooms	£1,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1008	Garth Park	Inc-Bowls Club	£1,400.00	£1,727.00	£724.00	£7,422.00	£1,400.00	£1,400.00	£0.00		lease
1009	Garth Park	Inc-Tennis Club	£1,200.00	£0.00	£700.00	£1,400.00	£1,550.00	£1,550.00	£0.00		Lease
1014	Garth Park	Inc - Miscellaneous	£3,127.00	£857.00	£407.00	£0.00	£0.00	£0.00	£0.00	2	Garth Park Hire
1015	Garth Park	Inc Garth Park Cafe	£21,711.00	£18,609.00	£9,305.00	£18,609.00	£18,800.00	£18,800.00	£0.00		lease
1019	Garth Park	Inc-Grants received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1047	Garth Park	Inc-Skateboard park	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
402	Play Areas										
4123	Play Areas	Maintenance Play areas	£3,355.00	£1,183.00	£13,088.00	£4,258.00	£12,000.00	£7,000.00	-£5,000.00		As described
4180	Play Areas	ROSPA Inspections	£4,265.00	£3,520.00	£3,520.00	£3,320.00	£3,000.00	£4,000.00	£1,000.00		annual play area inspecition
4500	Play Areas	Grant Funded Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1019	Play Areas	Inc-Grants received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
404	Allotments										
4012	Allotments	Water Charges	£63.00	£1,796.00	-£16.00	£280.00	£300.00	£600.00	£300.00		estimate
4054	Allotments	Allotments costs	£115.00	£149.00	£117.00	£447.00	£500.00	£2,500.00	£2,000.00		estmaie
4155	Allotments	Rent	£831.00	£831.00	£831.00	£0.00	£831.00	£831.00	£0.00		lease payments
4000	Allotments	Waste Removal	£0.00	£0.00	£0.00	£0.00	£2,000.00	£0.00	-£2,000.00		Merged with Costs
1011	Allotments	Inc-Allotments	£6,695.00	£8,875.00	£6,252.00	£7,792.00	£7,000.00	£7,000.00	£0.00		plot payments
1014	Allotments	Inc-Misc	£8.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1044	Allotments	Inc-Claypits allotments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
501	Town Council Events										
4000	Town Council Events	Salaries	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4022	Town Council Events	Post	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4030	Town Council Events	Advertising/Promotion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4039	Town Council Events	Rubbish Removal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4046	Town Council Events	Horticultural Supplies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4051	Town Council Events	Car Show	£273.00	£255.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4071	Town Council Events	(3)EVENT 1	£260.00	£5,544.00	£0.00	£5,996.00	£9,000.00	£10,000.00	£1,000.00		music 1 (2)
4088	Town Council Events	(4)EVENT 3	£5,170.00	£5,460.00	£0.00	£5,997.00	£9,000.00	£10,000.00	£1,000.00		music 2 (4)
4092	Town Council Events	(1)Childrens' Activity Day	£5,101.00	£7,491.00	£866.00	£5,348.00	£4,000.00	£4,000.00	£0.00		teddy bear (3)
4115	Town Council Events	(5)Special Events	£3,474.00	£0.00	£95.00	£583.00	£7,500.00	£5,000.00	-£2,500.00		coronation/jublee/cinema
4120	Town Council Events	(2)Family Fun Day in Association with Arm	£9,822.00	£9,571.00	£0.00	£25.00	£9,500.00	£9,500.00	£0.00		Armed forces day 1
4157	Town Council Events	(6)Christmas Lights switch on	£10,351.00	£12,277.00	£675.00	£13,345.00	£10,500.00	£10,500.00	£0.00		sitch on (6)
4135	Town Council Events	(2)Food Festival	£0.00	£0.00	£0.00	£0.00	£7,500.00	£0.00	-£7,500.00		combined with armed forces day 1
4000	Town Council Events	Jubilee Celebration	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
4000	Town Council Events	(7)Christmas Lights Trail	£0.00	£0.00	£0.00	£33,497.00	£85,000.00	£85,000.00	£0.00		trail (7)
1018	Town Council Events	(2)Inc-Family Fun Day	£7,609.00	£4,948.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1030	Town Council Events	(3)INC - EVENT 1	£0.00	£3,163.00	£0.00	£9,204.00	£9,000.00	£9,000.00	£0.00		music 1 (2)
1031	Town Council Events	Inc-School Proms	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1032	Town Council Events	(4)Inc- EVENT 3	£7,882.00	£12,073.00	£0.00	£11,292.00	£9,000.00	£9,000.00	£0.00		music 2 (4)
1034	Town Council Events	(1)Inc- Childrens Entertainment	£4,300.00	£5,180.00	£0.00	£2,708.00	£0.00	£0.00	£0.00	2	BLANK
1035	Town Council Events	(5)Inc - Special Events	£2,210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1045	Town Council Events	(6)Inc-Christmas Lights	£9,170.00	£6,285.00	£0.00	£1,790.00	£7,500.00	£7,500.00	£0.00		sitch on (6)
1048	Town Council Events	Inc- Fees	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1049	Town Council Events	Inc- EVENT2	£3,703.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	2	BLANK
1050	Town Council Events	(7)Inc- Chistmas Lights Trail	£0.00	£0.00	£0.00	£26,929.00	£75,000.00	£75,000.00	£0.00		trail (7)
1051	Town Council Events	(2)Inc-Food Festival	£0.00	£0.00	£0.00	£7.00	£100.00	£0.00	-£100.00		BLANK
601	Cemetery										
4011	Cemetery	Rates	£861.00	£969.00	£1,132.00	£1,302.00	£4,450.00	£1,500.00	-£2,950.00		no need for high value
4012	Cemetery	Water Charges	£360.00	£304.00	£307.00	£51.00	£400.00	£800.00	£400.00		estimate
4014	Cemetery	Electric	£246.00	£333.00	£354.00	£373.00	£150.00	£150.00	£0.00		estimate
4036	Cemetery	Grounds & Buildings Mtce	£63.00	£32.00	£195.00	£235.00	£250.00	£250.00	£0.00		As described
4039	Cemetery	Waste Removal	£1,982.00	£2,026.00	£2,050.00	£2,197.00	£4,000.00	£4,000.00	£0.00		As described
1020	Cemetery	Inc-Cemetery	£25,883.00	£19,374.00	£21,650.00	£17,418.00	£5,000.00	£0.00	-£5,000.00		Cemetery now closed
801	Street Scene										
4029	Street Scene	Street Furniture	£129.00	£697.00	£0.00	£2,000.00	£1,500.00	£1,500.00	£0.00		benchs etc
4083	Street Scene	Pedestrianisation Scheme	£13,000.00	£0.00	£0.00	£0.00	£10,000.00	£5,000.00	-£5,000.00		ear marked reserve (ped scheme)
4112	Street Scene	Repairs & Maint. Clocks	£425.00	£300.00	£270.00	£0.00	£500.00	£500.00	£0.00		sheep street clock service
4151	Street Scene	Litter Bin Provosion	£1,832.00	£623.00	£993.00	£50.00	£4,000.00	£4,000.00	£0.00		new bins , dog bins
4200	Street Scene	Christmas Lights Maint/Storage	£13,673.00	£12,755.00	£26,670.00	£22,149.00	£26,000.00	£26,000.00	£0.00		gala light retainer fee
4216	Street Scene	Litter/Dog Bin Emptying	£8,088.00	£13,082.00	£13,133.00	£13,139.00	£17,850.00	£0.00	-£17,850.00		close line - merged under P&GC
1014	Street Scene	Inc-Miscellaneous	£0.00	£1,027.00	£0.00		£0.00	£0.00	£0.00	2	BLANK

	Income	Expediture	Income	Expediture
Central (Policy)	£1,747,454.07		£1,854,238.16	
		£776,117.07		£769,831.16
Enviromental (Enviro)	£229,670.00		£247,100.00	
		£1,363,007.00		£1,331,507.00
Total Income	£1,977,124.07		£2,101,338.16	
Income less Precept/Band D	£259,170.00		£301,100.00	
Total Expenditure		£2,139,124.07		£2,101,338.16
Difference	-£162,000.00		£0.00	
	CURRENT YEAR		BUDGET SETTING YEAR	

Bicester Town Council

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
102	**Civic and Democratic**											
1013	Inc Civic Miscellaneous	0	407	0	0	0	0	0	2,633	0	0	0
1014	Inc-Miscellaneous	0	91	0	0	0	0	0	20	0	0	0
	Total Income	0	498	0	0	0	0	0	2,653	0	0	0
4004	Cleaning Contract	0	0	0	0	0	0	0	2,563	0	0	0
4028	Meetings and Hospitality	100	0	0	0	0	0	0	0	0	0	0
4031	Modern Gov	7,250	8,300	0	0	9,000	0	9,000	7,999	0	0	0
4047	Bring Me	0	0	0	0	0	0	0	0	12,000	0	0
4099	Miscellaneous Expences	0	800	0	0	0	0	0	245	0	0	0
4150	Mayor's Expenses	1,750	1,750	0	0	1,750	0	1,750	0	1,750	0	0
4159	Elections	3,000	0	0	0	3,000	0	3,000	11,594	3,000	0	0
4160	Civic Expenses	11,000	11,783	0	0	2,000	0	2,000	722	3,000	0	0
4161	Civic Mayor Making	0	0	0	0	1,100	0	1,100	1,037	770	0	0
4162	Civic Flag Raising	0	0	0	0	900	0	900	2,083	250	0	0
4163	Civic Service & Parade	0	0	0	0	3,800	0	3,800	3,370	5,040	0	0
4164	Civic Rememberance	0	0	0	0	3,200	0	3,200	2,298	4,940	0	0
4209	Member's Allowances	13,800	13,736	0	0	14,000	0	14,000	12,310	14,000	0	0
4210	Mayor's fundraising expences	0	961	0	0	0	0	0	3,942	0	0	0
	Overhead Expenditure	36,900	37,331	0	0	38,750	0	38,750	48,162	44,750	0	0
	Movement to/(from) Gen Reserve	(36,900)	(36,833)			(38,750)		(38,750)	(45,508)	(44,750)		
105	**Central Services**											
1014	Inc-Miscellaneous	0	0	0	0	0	0	0	1,020	0	0	0

Continued on next page

Appendix

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	0	0	0	0	0	0	1,020	0	0	0
4000	Salaries	161,027	153,408	0	0	183,000	0	183,000	99,180	260,000	0	0
4001	Ers National Insurance	18,549	15,248	0	0	20,000	0	20,000	9,464	30,000	0	0
4002	Ers Pension	34,943	32,134	0	0	35,000	0	35,000	21,522	56,000	0	0
4003	Temporary Staff	2,500	10,792	0	0	2,500	0	2,500	36,789	0	0	0
4004	Cleaning Contract	0	0	0	0	0	0	0	463	0	0	0
4009	Staff Travel	500	0	0	0	250	0	250	0	250	0	0
4012	Water Charges	0	0	0	0	0	0	0	784	0	0	0
4015	Health and Safety	1,000	2,292	0	0	2,000	0	2,000	754	5,000	0	0
4016	Uniform & PPE	0	0	0	0	0	0	0	311	0	0	0
4017	Cleaning Materials	0	0	0	0	0	0	0	523	0	0	0
4020	Mobile Phones	500	929	0	0	600	0	600	966	1,200	0	0
4021	Office Phones	2,500	2,437	0	0	2,000	0	2,000	2,077	2,000	0	0
4022	Post	1,000	394	0	0	0	0	0	3	0	0	0
4023	Stationery	1,400	1,692	0	0	2,400	0	2,400	777	2,400	0	0
4024	Subscriptions	5,000	6,188	0	0	4,500	0	4,500	13,172	4,500	0	0
4025	Insurance	19,000	18,970	0	0	25,000	0	25,000	21,098	25,000	0	0
4026	Printing	300	0	0	0	0	0	0	413	0	0	0
4027	Ref. Booksand Publications	200	0	0	0	150	0	150	0	150	0	0
4030	Advertising & Promotions	0	0	0	0	0	0	0	5,000	0	0	0
4032	Recruitment Advertising	300	753	0	0	300	0	300	129	300	0	0
4033	Office Expenses	1,300	1,323	0	0	1,200	0	1,200	835	1,300	0	0
4034	Computer Support	25,000	30,944	0	0	29,100	0	29,100	22,566	29,100	0	0
4035	Maintenance-Office Equipment	200	0	0	0	0	0	0	0	0	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4038	Furniture & Furnishing	0	0	0	0	0	0	0	207	0	0	0
4040	Website	1,500	613	0	0	1,300	0	1,300	295	1,300	0	0
4041	Photocopier	1,500	1,050	0	0	0	0	0	909	0	0	0
4055	Press & PR	2,750	1,500	0	0	2,750	0	2,750	-170	2,750	0	0
4056	Legal and Professional Fees	10,000	4,778	0	0	10,000	0	10,000	9,091	10,000	0	0
4057	Audit Fees	4,000	2,415	0	0	4,000	0	4,000	2,674	4,000	0	0
4058	Accountancy & Payroll	6,500	5,021	0	0	6,500	0	6,500	2,346	6,500	0	0
4070	Training & Conferences	7,311	6,290	0	0	7,500	0	7,500	6,661	7,500	0	0
4097	HR	5,400	1,180	0	0	5,400	0	5,400	0	5,400	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	375	0	0	0
4169	Newsletter	15,000	15,000	0	0	15,000	0	15,000	10,000	15,000	0	0
	Overhead Expenditure	329,180	315,351	0	0	360,450	0	360,450	269,210	469,650	0	0
	Movement to/(from) Gen Reserve	(329,180)	(315,351)			(360,450)		(360,450)	(268,190)	(469,650)		
106	**Garth House**											
1001	Inc-Nais House	4,800	4,000	0	0	4,800	0	4,800	4,800	4,800	0	0
1002	Inc-CAB Rent	4,250	4,250	0	0	4,250	0	4,250	4,250	4,250	0	0
1007	Inc-Registrars	1,250	1,260	0	0	1,250	0	1,250	1,250	1,250	0	0
1010	Inc-Garth Rooms Lettings	3,000	348	0	0	3,000	0	3,000	240	500	0	0
	Total Income	13,300	9,858	0	0	13,300	0	13,300	10,540	10,800	0	0
4004	Cleaning Contract	3,600	5,145	0	0	4,000	0	4,000	3,021	4,000	0	0
4011	Rates	24,000	5,364	0	0	24,000	0	24,000	5,632	24,000	0	0
4012	Water Charges	300	31	0	0	300	0	300	-122	900	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013	Gas	2,000	1,147	0	0	2,000	0	2,000	686	4,000	0	0
4014	Electric	1,500	1,650	0	0	2,500	0	2,500	666	3,800	0	0
4015	Health and Safety	0	0	0	0	0	0	0	1,306	0	0	0
4017	Cleaning Materials	100	15	0	0	100	0	100	34	0	0	0
4023	Stationery	0	0	0	0	0	0	0	91	0	0	0
4036	Grounds & Buildings Mtce	5,000	7,678	0	0	5,000	0	5,000	1,670	5,000	0	0
4039	Waste Removal	1,250	1,222	0	0	1,250	0	1,250	2,276	1,250	0	0
4130	Building Security	1,500	1,155	0	0	1,500	0	1,500	240	1,500	0	0
4203	Window Cleaning	1,200	735	0	0	1,200	0	1,200	245	1,200	0	0
	Overhead Expenditure	40,450	24,142	0	0	41,850	0	41,850	15,746	45,650	0	0
	Movement to/(from) Gen Reserve	(27,150)	(14,284)			(28,550)		(28,550)	(5,206)	(34,850)		
107	**Garth Lodge**											
1006	Inc-Garth Lodge	13,200	12,871	0	0	13,200	0	13,200	6,425	13,200	0	0
	Total Income	13,200	12,871	0	0	13,200	0	13,200	6,425	13,200	0	0
4012	Water Charges	0	0	0	0	0	0	0	53	0	0	0
4052	Garth Lodge Costs	2,500	1,320	0	0	2,500	0	2,500	1,028	2,500	0	0
4130	Building Security	0	0	0	0	0	0	0	1,080	0	0	0
	Overhead Expenditure	2,500	1,320	0	0	2,500	0	2,500	2,161	2,500	0	0
	Movement to/(from) Gen Reserve	10,700	11,551			10,700		10,700	4,264	10,700		
108	**Corporate Finance**											
1014	Inc-Miscellaneous	0	0	0	0	0	0	0	3,000	0	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1076	Inc-Precept	1,684,269	1,684,269	0	0	1,717,954	0	1,717,954	1,765,879	1,752,313	0	0
1078	Inc - Band D increase	0	0	0	0	0	0	0	0	47,925	0	0
1096	Inc-Interest Received	2,000	40,492	0	0	3,000	0	3,000	80,433	30,000	0	0
	Total Income	1,686,269	1,724,761	0	0	1,720,954	0	1,720,954	1,849,312	1,830,238	0	0
4059	Bank Charges	2,000	1,773	0	0	2,000	0	2,000	1,382	2,000	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	5,322	0	0	0
4306	Loan Repayments	11,000	10,661	0	0	11,000	0	11,000	5,260	11,000	0	0
	Overhead Expenditure	13,000	12,434	0	0	13,000	0	13,000	11,965	13,000	0	0
	Movement to/(from) Gen Reserve	1,673,269	1,712,326			1,707,954		1,707,954	1,837,347	1,817,238		
109	**Community Support**											
4011	Rates	0	0	0	0	0	0	0	2,001	0	0	0
4060	CAB	8,250	8,250	0	0	8,250	0	8,250	0	8,250	0	0
4061	Grants to Voluntary Org.	22,000	21,048	0	0	22,000	0	22,000	15,562	22,000	0	0
4062	Shopmobility/Dialaride	4,750	0	0	0	4,750	0	4,750	0	0	0	0
4064	OYAP	12,000	12,000	0	0	12,000	0	12,000	6,000	0	0	0
4065	TVP Crime Partnership	3,600	3,600	0	0	3,600	0	3,600	0	3,600	0	0
4131	Bicester Vision Manager	5,000	5,000	0	0	5,000	0	5,000	5,000	5,000	0	0
4133	Partnership	11,000	5,000	0	0	11,000	0	11,000	5,000	0	0	0
4170	CCTV	5,150	0	0	0	5,150	0	5,150	0	0	0	0
4191	Community Woodland	5,000	0	0	0	5,000	0	5,000	0	3,000	0	0
4192	Youth Initiatives	10,000	0	0	0	10,000	0	10,000	0	0	0	0
	Overhead Expenditure	86,750	54,898	0	0	86,750	0	86,750	33,563	41,850	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(86,750)	(54,898)			(86,750)		(86,750)	(33,563)	(41,850)		
110	**Projects**											
1019	Inc-Grants Received	0	27,670	0	0	0	0	0	2,000	0	0	0
	Total Income	0	27,670	0	0	0	0	0	2,000	0	0	0
4100	Purchase New Machinery	0	0	0	0	9,300	0	9,300	0	20,000	0	0
4300	New Computer Equipment	7,000	8,709	0	0	7,000	0	7,000	1,838	5,522	0	0
4301	Garth House Redevelopment	35,000	4,781	0	0	35,000	0	35,000	3,435	15,000	0	0
4305	New Cemetery	29,792	0	0	0	16,517	0	16,517	0	12,500	0	0
4312	Asset Maintenance	60,000	77	0	0	60,000	0	60,000	3,486	17,500	0	0
4313	Play Area/Open Space Inv.	80,000	803	0	0	80,000	0	80,000	1,913	76,909	0	0
4314	Town Centre	25,000	27,915	0	0	25,000	0	25,000	0	5,000	0	0
	Overhead Expenditure	236,792	42,284	0	0	232,817	0	232,817	10,672	152,431	0	0
	Movement to/(from) Gen Reserve	(236,792)	(14,614)			(232,817)		(232,817)	(8,672)	(152,431)		
300	**Environmental Services**											
4000	Salaries	264,065	197,104	0	0	270,000	0	270,000	141,136	280,000	0	0
4001	Ers National Insurance	26,487	17,174	0	0	27,000	0	27,000	10,463	30,000	0	0
4002	Ers Pension	57,302	42,792	0	0	58,000	0	58,000	30,518	61,000	0	0
4003	Temporary Staff	5,000	42,745	0	0	6,500	0	6,500	20,842	10,000	0	0
4013	Gas	0	0	0	0	0	0	0	15	0	0	0
4016	Uniform & PPE	1,400	1,603	0	0	1,400	0	1,400	583	1,400	0	0
4020	Mobile Phones	3,000	2,302	0	0	3,000	0	3,000	995	3,000	0	0

Continued on next page

Bicester Town Council

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	Grounds & Buildings Mtce	0	0	0	0	0	0	0	1,840	0	0	0
4042	Maintenance Machinery	7,000	5,139	0	0	7,000	0	7,000	6,153	10,000	0	0
4044	Petrol,Oil & Gas	6,000	5,313	0	0	6,000	0	6,000	4,557	6,000	0	0
4045	Tools	871	1,037	0	0	1,000	0	1,000	1,149	1,000	0	0
4178	Vehicle Maintenance	3,000	4,001	0	0	3,000	0	3,000	4,537	0	0	0
	Overhead Expenditure	374,125	319,210	0	0	382,900	0	382,900	222,790	402,400	0	0
	Movement to/(from) Gen Reserve	(374,125)	(319,210)			(382,900)		(382,900)	(222,790)	(402,400)		
301	**Open Spaces**											
1014	Inc-Miscellaneous	0	4	0	0	0	0	0	0	0	0	0
1019	Inc-Grants Received	0	0	0	0	0	0	0	31,252	0	0	0
1028	Inc-Pavilions/Pitches	0	0	0	0	0	0	0	13,664	0	0	0
1037	Inc-Keta Field Pitches	2,500	3,267	0	0	2,500	0	2,500	1,160	2,500	0	0
1039	Inc-Bicester Fields Pitches	0	793	0	0	0	0	0	449	0	0	0
1040	Inc-Keble Rd Pitches	1,500	800	0	0	0	0	0	667	0	0	0
	Total Income	4,000	4,864	0	0	2,500	0	2,500	47,192	2,500	0	0
4036	Grounds & Buildings Mtce	0	0	0	0	0	0	0	1,250	0	0	0
4039	Waste Removal	0	0	0	0	0	0	0	10,098	0	0	0
4045	Tools	0	0	0	0	0	0	0	148	0	0	0
4126	Lease of Open Spaces	21	10	0	0	21	0	21	2,511	21	0	0
4154	Tree Maintenance	40,000	16,918	0	0	40,000	0	40,000	0	0	0	0
4175	Maintenance of Open Spaces	14,500	11,617	0	0	14,500	0	14,500	157,754	14,500	0	0
4190	Parks and Garden Contract	328,250	285,063	0	0	330,000	0	330,000	217,426	350,000	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4204	Pest Control	250	77	0	0	250	0	250	163	250	0	0
	Overhead Expenditure	383,021	313,686	0	0	384,771	0	384,771	389,350	364,771	0	0
	Movement to/(from) Gen Reserve	(379,021)	(308,822)			(382,271)		(382,271)	(342,158)	(362,271)		
305	**Pingle Field**											
1028	Inc-Pavilions/Pitches	5,000	4,959	0	0	5,000	0	5,000	4,130	5,000	0	0
	Total Income	5,000	4,959	0	0	5,000	0	5,000	4,130	5,000	0	0
4012	Water Charges	900	1,812	0	0	900	0	900	383	1,100	0	0
4014	Electric	3,000	6,526	0	0	7,000	0	7,000	1,737	12,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	31	0	0	0
4017	Cleaning Materials	150	0	0	0	300	0	300	47	300	0	0
4036	Grounds & Buildings Mtce	4,700	661	0	0	4,700	0	4,700	4,150	20,000	0	0
4039	Waste Removal	230	231	0	0	230	0	230	180	230	0	0
4130	Building Security	500	450	0	0	1,500	0	1,500	797	1,500	0	0
	Overhead Expenditure	9,480	9,681	0	0	14,630	0	14,630	7,325	35,130	0	0
	Movement to/(from) Gen Reserve	(4,480)	(4,722)			(9,630)		(9,630)	(3,194)	(30,130)		
306	**Sunderland Drive**											
1028	Inc-Pavilions/Pitches	2,000	764	0	0	2,000	0	2,000	611	2,000	0	0
	Total Income	2,000	764	0	0	2,000	0	2,000	611	2,000	0	0
4012	Water Charges	900	1,072	0	0	900	0	900	335	1,200	0	0
4013	Gas	800	1,201	0	0	800	0	800	753	2,000	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4014	Electric	1,000	100	0	0	1,000	0	1,000	80	2,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	99	0	0	0
4017	Cleaning Materials	100	0	0	0	100	0	100	47	100	0	0
4036	Grounds & Buildings Mtce	12,500	3,102	0	0	12,500	0	12,500	3,085	1,000	0	0
4039	Waste Removal	250	231	0	0	250	0	250	180	250	0	0
4130	Building Security	500	450	0	0	1,000	0	1,000	662	1,000	0	0
	Overhead Expenditure	16,050	6,156	0	0	16,550	0	16,550	5,241	7,550	0	0
	Movement to/(from) Gen Reserve	(14,050)	(5,392)			(14,550)		(14,550)	(4,630)	(5,550)		
307	**Bicester Field**											
1028	Inc-Pavilions/Pitches	1,700	1,446	0	0	1,700	0	1,700	305	1,700	0	0
	Total Income	1,700	1,446	0	0	1,700	0	1,700	305	1,700	0	0
4012	Water Charges	850	1,258	0	0	850	0	850	358	1,000	0	0
4014	Electric	2,100	2,996	0	0	7,000	0	7,000	2,357	10,000	0	0
4017	Cleaning Materials	200	0	0	0	200	0	200	47	200	0	0
4036	Grounds & Buildings Mtce	1,500	1,636	0	0	1,000	0	1,000	2,387	1,000	0	0
4039	Waste Removal	250	231	0	0	250	0	250	180	250	0	0
4130	Building Security	500	450	0	0	500	0	500	632	500	0	0
	Overhead Expenditure	5,400	6,571	0	0	9,800	0	9,800	5,960	12,950	0	0
	Movement to/(from) Gen Reserve	(3,700)	(5,125)			(8,100)		(8,100)	(5,655)	(11,250)		
308	**Whitelands Sports Village**											
1014	Inc-Miscellaneous	0	0	0	0	30,000	0	30,000	0	50,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1016	Inc-Whitelands Cafe	0	0	0	0	0	0	0	0	4,500	0	0
1017	Inc-Whitelands room hire	0	1,500	0	0	0	0	0	735	0	0	0
1025	Inc-Rugby Club	0	0	0	0	21,000	0	21,000	0	21,000	0	0
1026	Inc-ACE Academy	0	0	0	0	10,000	0	10,000	0	10,000	0	0
1027	Inc-OX RTC	0	0	0	0	12,500	0	12,500	0	18,000	0	0
1028	Inc-Pavilions/Pitches	0	44,872	0	0	0	0	0	60,527	0	0	0
1201	Contribution from Commuted Sum	40,000	0	0	0	0	0	0	0	0	0	0
1250	Contribution from EMR	10,000	0	0	0	0	0	0	0	0	0	0
	Total Income	50,000	46,372	0	0	73,500	0	73,500	61,262	103,500	0	0
4000	Salaries	0	31,390	0	0	120,000	0	120,000	87,217	146,000	0	0
4001	Ers National Insurance	0	1,080	0	0	7,000	0	7,000	6,096	15,000	0	0
4002	Ers Pension	0	3,670	0	0	26,000	0	26,000	17,947	35,000	0	0
4003	Temporary Staff	0	0	0	0	10,000	0	10,000	8,394	0	0	0
4004	Cleaning Contract	0	0	0	0	1,500	0	1,500	0	1,500	0	0
4011	Rates	0	0	0	0	2,000	0	2,000	20,676	21,000	0	0
4012	Water Charges	0	189	0	0	1,000	0	1,000	698	1,200	0	0
4013	Gas	0	0	0	0	2,000	0	2,000	0	0	0	0
4014	Electric	0	0	0	0	8,000	0	8,000	17,209	30,000	0	0
4015	Health and Safety	0	0	0	0	0	0	0	1,499	0	0	0
4016	Uniform & PPE	0	0	0	0	2,500	0	2,500	189	2,500	0	0
4017	Cleaning Materials	0	0	0	0	2,000	0	2,000	605	2,000	0	0
4020	Mobile Phones	0	0	0	0	1,000	0	1,000	0	0	0	0
4021	Office Phones	0	0	0	0	0	0	0	206	0	0	0
4023	Stationery	0	0	0	0	0	0	0	36	0	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	Grounds & Buildings Mtce	0	0	0	0	5,000	0	5,000	4,390	5,000	0	0
4039	Waste Removal	0	2,281	0	0	2,500	0	2,500	5,999	0	0	0
4069	SW Sports Village	56,550	49,595	0	0	0	0	0	1,095	0	0	0
4075	SW Sports Village Sinking Fund	10,000	0	0	0	10,000	0	10,000	0	0	0	0
4130	Building Security	0	0	0	0	5,000	0	5,000	1,143	1,000	0	0
4190	Parks and Garden Contract	70,000	27,976	0	0	70,000	0	70,000	0	0	0	0
4203	Window Cleaning	0	0	0	0	500	0	500	0	500	0	0
	Overhead Expenditure	136,550	116,179	0	0	276,000	0	276,000	173,399	260,700	0	0
	Movement to/(from) Gen Reserve	(86,550)	(69,807)			(202,500)		(202,500)	(112,137)	(157,200)		
401	**Garth Park**											
1003	Inc-Garth Stables	6,300	6,300	0	0	6,300	0	6,300	0	3,150	0	0
1004	Inc-Garth Garage & Yard	4,320	4,320	0	0	4,320	0	4,320	0	0	0	0
1008	Inc-Bowls Club	1,400	1,556	0	0	1,400	0	1,400	389	1,400	0	0
1009	Inc-Tennis Club	1,500	1,450	0	0	1,550	0	1,550	0	1,550	0	0
1014	Inc-Miscellaneous	0	142	0	0	0	0	0	0	0	0	0
1015	Inc Garth Park Cafe	18,800	19,428	0	0	18,800	0	18,800	5,274	18,800	0	0
	Total Income	32,320	33,195	0	0	32,370	0	32,370	5,663	24,900	0	0
4004	Cleaning Contract	0	0	0	0	10,000	0	10,000	0	10,000	0	0
4011	Rates	4,000	0	0	0	4,925	0	4,925	0	4,925	0	0
4012	Water Charges	400	329	0	0	400	0	400	27	750	0	0
4013	Gas	300	147	0	0	300	0	300	0	300	0	0
4014	Electric	2,000	1,119	0	0	2,000	0	2,000	656	2,000	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4015	Health and Safety	0	0	0	0	0	0	0	17	0	0	0
4017	Cleaning Materials	0	0	0	0	0	0	0	26	0	0	0
4036	Grounds & Buildings Mtce	8,000	5,915	0	0	10,000	0	10,000	4,856	5,000	0	0
4039	Waste Removal	6,000	5,873	0	0	10,000	0	10,000	3,278	7,500	0	0
4046	Horticultural Supplies	4,000	2,811	0	0	5,000	0	5,000	3,973	5,900	0	0
4050	Maintenance Bowls Club	6,000	687	0	0	2,000	0	2,000	497	2,000	0	0
4129	Garth Park Toilets	10,000	10,250	0	0	0	0	0	5,125	0	0	0
4130	Building Security	1,160	0	0	0	4,000	0	4,000	0	2,000	0	0
4177	Maintenance Bandstand & Well	0	0	0	0	0	0	0	0	15,000	0	0
	Overhead Expenditure	41,860	27,131	0	0	48,625	0	48,625	18,455	55,375	0	0
	Movement to/(from) Gen Reserve	(9,540)	6,064			(16,255)		(16,255)	(12,792)	(30,475)		
402	**Play Areas**											
4123	Maintenance Play Areas	12,000	11,835	0	0	12,000	0	12,000	2,316	7,000	0	0
4180	ROSPA Inspections	4,300	2,995	0	0	3,000	0	3,000	3,900	4,000	0	0
	Overhead Expenditure	16,300	14,830	0	0	15,000	0	15,000	6,216	11,000	0	0
	Movement to/(from) Gen Reserve	(16,300)	(14,830)			(15,000)		(15,000)	(6,216)	(11,000)		
404	**Allotments**											
1011	Inc-Allotments	7,000	7,423	0	0	7,000	0	7,000	7,697	7,000	0	0
	Total Income	7,000	7,423	0	0	7,000	0	7,000	7,697	7,000	0	0
4012	Water Charges	300	545	0	0	300	0	300	14	600	0	0
4039	Waste Removal	0	0	0	0	2,000	0	2,000	0	0	0	0

Continued on next page

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4054	Allotments Costs	500	310	0	0	500	0	500	298	2,500	0	0
4155	Rent	831	1,247	0	0	831	0	831	416	831	0	0
	Overhead Expenditure	1,631	2,101	0	0	3,631	0	3,631	727	3,931	0	0
	Movement to/(from) Gen Reserve	5,369	5,322			3,369		3,369	6,970	3,069		
501	**Town Council Events**											
1018	Inc-Carnival	3,000	742	0	0	100	0	100	650	0	0	0
1030	Income - Music Event	7,500	14,908	0	0	9,000	0	9,000	0	9,000	0	0
1032	Inc- Sledgehammer	7,500	14,879	0	0	9,000	0	9,000	13,175	9,000	0	0
1034	Inc- Sports Day	0	2,033	0	0	0	0	0	0	0	0	0
1035	Special Events 2023 Coronation	0	4,267	0	0	0	0	0	5,987	0	0	0
1045	Inc-Christmas Lights	9,000	290	0	0	7,500	0	7,500	0	7,500	0	0
1050	Chistmas Lights Trail	85,000	40,076	0	0	75,000	0	75,000	0	75,000	0	0
1051	Inc-Food Festival	100	708	0	0	0	0	0	-83	0	0	0
	Total Income	112,100	77,904	0	0	100,600	0	100,600	19,729	100,500	0	0
4015	Health and Safety	0	170	0	0	0	0	0	0	0	0	0
4071	Evt 1 Music EVent	7,000	7,425	0	0	9,000	0	9,000	4,245	10,000	0	0
4088	Evt 3 - Sledgehammer	7,000	6,872	0	0	9,000	0	9,000	8,197	10,000	0	0
4092	Sports Day	4,000	6,423	0	0	4,000	0	4,000	4,936	4,000	0	0
4115	Special Events/Coronation 2023	7,500	10,507	0	0	7,500	0	7,500	10,691	5,000	0	0
4120	FFD in assoc. w/AFD	9,500	9,174	0	0	9,500	0	9,500	7,071	9,500	0	0
4135	Food Festival	7,500	153	0	0	7,500	0	7,500	0	0	0	0
4157	Christmas Lights Switch On	10,500	14,717	0	0	10,500	0	10,500	6,389	10,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4158	Christmas Lights Trail	85,000	86,432	0	0	85,000	0	85,000	30,640	85,000	0	0
	Overhead Expenditure	138,000	141,873	0	0	142,000	0	142,000	72,170	134,000	0	0
	Movement to/(from) Gen Reserve	(25,900)	(63,969)			(41,400)		(41,400)	(52,441)	(33,500)		
601	**Cemetery**											
1020	Inc-Cemetery	10,000	12,691	0	0	5,000	0	5,000	5,288	0	0	0
	Total Income	10,000	12,691	0	0	5,000	0	5,000	5,288	0	0	0
4011	Rates	1,500	2,221	0	0	4,450	0	4,450	724	1,500	0	0
4012	Water Charges	400	160	0	0	400	0	400	44	800	0	0
4014	Electric	150	197	0	0	150	0	150	95	150	0	0
4036	Grounds & Buildings Mtce	500	0	0	0	250	0	250	0	250	0	0
4039	Waste Removal	2,000	2,829	0	0	4,000	0	4,000	1,618	4,000	0	0
4099	Miscellaneous Expences	0	0	0	0	0	0	0	125	0	0	0
	Overhead Expenditure	4,550	5,406	0	0	9,250	0	9,250	2,605	6,700	0	0
	Movement to/(from) Gen Reserve	5,450	7,285			(4,250)		(4,250)	2,683	(6,700)		
801	**Street Scene**											
4029	Street Furniture	2,000	0	0	0	1,500	0	1,500	1,563	1,500	0	0
4083	Pedestrianisation Scheme	13,000	0	0	0	10,000	0	10,000	0	5,000	0	0
4112	Repairs & Maint. Clocks	500	270	0	0	500	0	500	135	500	0	0
4151	Litter Bin Provosion	10,000	10,000	0	0	4,000	0	4,000	1,314	4,000	0	0
4200	Christmas Lights Maint/Storage	26,000	22,149	0	0	26,000	0	26,000	0	26,000	0	0
4216	Litter/Dog Bin Emptying	17,850	14,936	0	0	17,850	0	17,850	-934	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		Actual 2022/2023		Current Year 2023/2024						Draft Budget 2024/2025		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	69,350	47,355	0	0	59,850	0	59,850	2,079	37,000	0	0
	Movement to/(from) Gen Reserve	(69,350)	(47,355)			(59,850)		(59,850)	(2,079)	(37,000)		
901	**Earmarked Reserves**											
9007	Community and Elections	28,776	0	0	0	0	31,776	31,776	12,799	0	0	0
9011	Play Areas/Open Space Investme	361,535	299,505	0	0	0	465,767	465,767	65,866	0	0	0
9013	Equipment Replacement/Mtce	273,539	16,539	0	0	0	257,000	257,000	0	0	0	0
9014	Green Infrastructure	256,692	23,033	0	0	0	233,659	233,659	20,868	0	0	0
9016	Town Centre	105,250	0	0	0	0	105,250	105,250	0	0	0	0
9020	BTC Premises	1,147,825	150,853	0	0	0	996,972	996,972	62,753	0	0	0
9021	Youth Initiatives	10,000	0	0	0	0	10,000	10,000	0	0	0	0
9039	Burial Ground Provision	734,064	0	0	0	0	734,064	734,064	0	0	0	0
9042	SW Sports Village Contribution	306,167	0	0	0	0	306,167	306,167	2,971	0	0	0
9044	Partnership	35,600	5,500	0	0	0	30,100	30,100	0	0	0	0
9046	Sports Village Sinking Fund	39,600	0	0	0	0	49,600	49,600	0	0	0	0
	Overhead Expenditure	3,299,048	495,429	0	0	0	3,220,355	3,220,355	165,256	0	0	0
	Movement to/(from) Gen Reserve	(3,299,048)	(495,429)			0		(3,220,355)	(165,256)	0		
	Total Budget Income	1,936,889	1,965,275	0	0	1,977,124	0	1,977,124	2,023,827	2,101,338	0	0
	Expenditure	5,240,937	1,993,368	0	0	2,139,124	3,220,355	5,359,479	1,463,049	2,101,338	0	0
	Movement to/(from) Gen Reserve	(3,304,048)	(28,093)			(162,000)		(3,382,355)	560,778	0		