

Bicester Town Council



BICESTER
TOWN COUNCIL

Finance Committee Meeting

Ref: FIN01/2425

Tuesday 4th June 2024

at 19:00hrs

**Council Chamber, Garth House, Launton Rd, OX26
6PS**

Members:

Cllr Alisa Russell – **Chairman**,
Cllr Paul Wheatley, Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr
Dan Hallett, Cllr Sam Holland, Cllr Rachel Mallows and Cllr Les Sibley

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr Damien Maguire, Cllr Nicholas Mawer, Cllr Jim Webb and Cllr
John Willett

Other Circulation:

Cllr John Broad (CDC), Cllr Dallimore (CDC), Cllr Simon Lytton (CDC), Cllr
Calum Miller (OCC), Cllr Lynn Pratt (CDC), Cllr Dan Sames (CDC) and Cllr
Michael Waine (OCC)



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29 May 2024

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 4th June 2024** 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. Appointment of Vice-Chair

Committee is to **NOMINATE** and **APPOINT** the Vice-Chair.

2. 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.

3. 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.

4. Minutes of the Finance Committee

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

(Pages 5 -
8)

- **FIN06/2324 – Tuesday 26th March 2024 at 19:00hrs**

5. 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.

- 6. Finance Report** (Pages 9 - 22)
 As per Financial Regulation 4.8, committee is asked to **NOTE** the attached Income, Expenditure and Variances Report to **Month 1**, 30th April 2024.
- 7. Bank Balances** (Pages 23 - 25)
 As per Financial Regulation 2.2, committee is asked to **NOTE** the attached report detailing bank balances at end of **APRIL 2024** and note that Cllr Russell has signed the monthly bank reconciliation for the year to 30th April 2024.
- 8. Payments** (Pages 26 - 69)
 As per Financial Regulation 5.2, committee is asked to approve the payment schedules since the last meeting on **Tuesday 26th March 2024**. Totalling £141,403.59 for 09/03/2024 to 31/03/2023 and £453,59.87 from 01/04/2024 to 23/05/2024.
- 9. Aged Creditors** (Pages 70 - 71)
 In addition to Financial Regulations 5.2, the committee is asked to **APPROVE** the aged creditors as of the 30th April 2024.
- 10. Aged Debtors** (Pages 72 - 73)
 In addition to the Financial Regulations 5.2, the committee is asked to **NOTE** the Aged Debtors as of the 30th April 2024.
- 11. Year End Accounts** (Pages 74 - 86)
 The Committee is asked to consider the attached report and recommendations to **APPROVE** the Income & Expenditure account for the year ended 31st March 2024.
- 12. Earmarked Reserves** (Pages 87 - 88)
 The Committee is asked to consider the attached report and recommendations to:

AGREE that the General Reserves be maintained at a level of £810,110 for this purpose; **AGREE** that £307,921 be added to earmarked reserves and allocated as outlined in the attachment to this report.

RECOMMEND that two items above to Full Council on 24th June 2024 for approval.
- 13. Internal Audit** (Pages 89 - 101)
 The Committee is asked to **NOTE** the contents of the Internal Audit and to **RECOMMEND** the Final Internal Audit with Statement of Accounts to Full Council on the 24th June 2024.
- 14. Statement of Accounts** (Pages 102 - 114)
 The Committee is asked to **RECOMMEND** the statement of Accounts to

Council on 24th June 2024 for approval.

- 15. Utility Aid** (Pages 115 - 128)

The Committee are recommended to **NOTE** the reports content and to **APPROVE** a 2 or 3 year fixed contract for Gas and Electricity.
- 16. Fees and Charges** (Pages 129 - 132)

The Committee is asked to **APPROVE** the following:

 - i. Increase to sports pitch fees.
 - ii. Introduction of separate rate for retired residents for the Whitelands 3G Pitch.
 - iii. Change the Cricket Pitch rate from £90.00 per hour to £90.00 per day.
- 17. Direct Debit Mandate** (Page 133)

The Committee is asked to **APPROVE** the request the Direct Debit mandate for the Esso Fuel account and to **APPROVE** the use of variable direct debits.
- 18. Exercise of Public Rights Report** (Pages 134 - 136)

The Committee is asked to **AGREE** the dates for publication and external inspections.
- 19. May Election Earmarked Reserves Expenditure** (Page 137)

The Committee is asked to **APPROVE** the expenditure of the Contested Election costs from Earmarked Reserves 9007 Community and Elections for £5544.51.
- 20. Exclusion of Press and Public**

RECOMMENDED

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 publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.
- 21. Grant Aid** (Pages 138 - 154)

The Committee is asked to **APPROVE** the Grant Aid Applications for the existing applicants currently under review (if it is decided that they meet with the Grant Aid Awarding Policy), and the 6 new applicants for 2024/2025.
- 22. Date of Next Meeting**

Tuesday 9th July 2024 at 19:00hrs.

Minutes of the Finance Committee

A meeting of the **Finance Committee** was held on **Tuesday 26th March 2024** at **19:00 hrs** at the **Council Chamber, Garth House, Launton Rd, OX26 6PS**.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Donna Ford
Cllr Dan Hallett
Cllr Harry Knight
Cllr Alisa Russell
Cllr Les Sibley
Cllr Damien Maguire (Substitute)
Cllr Nicholas Mawer (Substitute)
Cllr Christopher Pruden (Substitute)

In Attendance:

Helen Pool – Responsible Finance Officer
Jodi Clarke – Finance Assistant

17/2 Apologies for Absence

324 RESOLVED that apologies were received from the following Committee members alongside their substitutes:

- Cllr Tom Beckett – Cllr Damien Maguire substituted.
- Cllr Rachel Mallows – Cllr Chris Pruden substituted.
- Cllr Nick Cotter
- Cllr Sam Holland

18/2 Declarations of Interest

324 RESOLVED that no declarations were received.

19/2 Minutes of the Finance Committee

324 RESOLVED to **CONFIRM** the minutes of the Finance Committee meetings:

- **FIN04/2324** held on 19th December 2023 at 19:00hrs
- **FIN05/2324** held on 13th February 2024 at 19:00hrs

20/2 Public Session

324 RESOLVED that the Committee received no representations.

21/2 Finance Report

324 RESOLVED that Committee **NOTED & REVIEWED** the Income, Expenditure and Variances Report to the **First 10 months of the current financial year**.

Councillors asked what the cost of the next by-election is going to be, the Responsible Finance Officer informed the Committee that the cost would be £5,500.44.

Cllr Donna Ford expressed concerns regarding the cost of Temporary Staff (4003/105 pg.16) for a Locum Responsible Finance Officer compared to the current condition of the accounts.

Cllr. Alisa Russell **REQUESTED** a further report showing the key performance indicators (KPI) illustrating the percentage of the expenditure over income per cost centre.

Minutes: FIN06/2324: Finance Committee Meeting
Tuesday 26th March 2024

Page 1 of 4

Signed

Dated

19:08 – Cllr Mawer arrived as a substitute for Cllr Holland.

5.3 . Other Information

i. Why was the Cherwell Lease regarding Whitelands, not yet signed?

We are waiting for it to be resubmitted by Cherwell District Council, they have passed it to a committee within Cherwell for approval.

The Town Clerk is **REQUESTED** to investigate where the lease is.

22/2 Bank Balances

324 RESOLVED that the Committee **APPROVED** the bank balances.

The Committee **NOTED** the bank balances for the year to 31st January 2024.

23/2 Payments

324 RESOLVED that the Committee **APPROVED** the payment schedules, totalling £376,679.91 since those reported to Finance Committee on 13th February 2024.

24/2 Aged Debtors

324 RESOLVED that the Committee **NOTED** the payment schedules, totalling £376,679.91 since those reported to Finance Committee on 13th February 2024.

Cllr Ford asked whether invoices have been sent for CAB, the Town Clerk informed the Committee that normally they apply for Grant Aid to cover their rent but have not applied this year.

25/2 Aged Creditors

324 Councillors **REQUESTED** the Responsible Finance Officer ask Cherwell District Council for a Statement of any outstanding invoices. Based on the outcome of the statement, Councillors will be asked to **APPROVE** one of the following three options:

- i. Record the cost as a creditor on the Balance Sheet for 7 years per date of the debt.
- ii. Write off the consolidated creditor.
- iii. Pay the invoices if they appear on the statement.

Cllr Mawer stated that if Sheep Street bollards are on this statement then they need to contested as these bollards do not work.

RESOLVED that the Committee **NOTE & APPROVED** option 3.

26/2 Bank Mandates

324 RESOLVED that the Committee **APPROVED** the following to go to Full Council on the 20th May 2024:

- The request for the Responsible Finance Officer to be included on the Bank Mandates.

27/2 Grant Aid Applications
324 Grant Aid 23/24

RESOLVED that the Committee **APPROVED** that the remaining Grant Aid for 23/24 be used on the basis that there will be no impediment for approving for the following applicants:

- Orchard Baptist Church.
- Claypits Community Allotments.

Grant Aid 24/25

Committee **REQUESTED** that the following applications for both 23/24 & 24/25 Grant Aid be investigated and brought back to the next Finance meeting:

- i. Hindu Society – 23/24 Grant Aid.
- ii. Bicester Hindu Society – 24/25 Grant Aid.
- iii. Bicester Pride – 24/25 Grant Aid.
- iv. Launton Village – 24/25 Grant Aid.
- v. Nai's House – 24/25 Grant Aid.

RESOLVED that Nai's House is to be deferred to the Policy Committee.

The Councillors **APPROVE** the expenditure of the Grant Aid applications received with the Reopening of Grant Aid Applications 2023/24 be taken from the 2024/2025 budget as there will be insufficient time for the funds to be spent, as per the Grant Policy, within the year they pertain to.

The Committee **REJECTED** the following application for Grant Aid 24/25:

- Heyford Park Social Committee – Unanimous vote from Councillors

RESOLVED that the Committee **APPROVED** that the following applicants for Grant Aid for 24/25 with ARCh being reduced to £1,000:

- 1st Bicester Intrepid Scout Association.
- ARCh (Assisted reading for Children)
- Bicester Athletic
- Bicester Autism
- Bicester Evergreens
- Bicester Food Bank
- Bicester Widows/Widowers
- Bure Park Primary PTA
- One-Eighty
- Trinity Camera Orchestra
- Home Start Bicester
- Hanover Gardens

28/2 Utilities

324 RESOLVED that the Committee **NOTED** the report.

29/2 Insurances

324 RESOLVED that the Committee **APPROVED** that the Responsible Finance Officer agree a minimal contract & enlist a broker to search for alternative options.

The Responsible Finance Officer is to correspond with the insurer following this meeting.

30/2 Nai's House

324 RESOLVED that the Committee **DEFFERED** this item of utility costs to the following Finance meeting after it has gone to the Policy Committee.

31/2 Fee's and Charges Review

324 The Committee **APPROVED** the increase for the Allotments with an increase for adults to pay £25.00 per annum and the OAP concession rate to remain at £22.00 per annum.

RESOLVED that the Chairman **DEFFERED** changes to fees for sports facilities to the following Finance meeting.

CLOSE OF MEETING: 20:26 hrs

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4TH June 2024

Finance Report

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@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 *April 2024 – the first month* 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 (*allocations will be completed based on Council approval*)

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 expenditure) 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 to the *end of January 2024*.
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” contains purchase orders raised.
8. The eighth 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 80% (being ten twelfths). 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 26th March 2024 the Committee asked the RFO to address the following questions:

- i. The Town Clerk was requested to investigate where the Cherwell Lease is regarding Whitelands.
This was investigated. It was forwarded to their legal team for review.

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
		£	£	£	£		
105	Central Services						
4033	Office Expenses	1,114	276	1,300	1,024	38.8%	Ink Cartridges purchased for photocopier and printers for future months.
4025	Insurance	21,438	22,451	25,000	2,549	89.8%	One off annual invoice.
4034	Computer Support	27,979	12,528	29,100	16,572	43.1%	One off annual costs
106	Garth House						
4036	Grounds & Buildings Mtce	2,384	0	5,000	5,000	53.4%	Large PO for 15 electric circuits
4039	Waste Removal	2,734	1,640	1,250	(390)	131.2%	One off annual invoice.
110	Projects						
4300	New Computer Equipment	10,384	0	5,522	3,252	41.1%	Planned purchase of laptops and screen, will be in budget at year end.
300	Environmental Services						
4178	Vehicle Mtce	4,537	0	0	0	0.0	Commitment £1342 requires reallocation to code 300/4042
301	Open Spaces						
4175	Maintenance of Open Spaces	13,562	5,154	14,500	9,346	35.5%	Half yearly charge for emptying dog bins CDC
305	Pingle Field						
4012	Water Charges	6,483	947	1,100	153	86.1%	Appears to be under budgeted when compared to previous trends
307	Bicester Field						
4036	Grounds & Buildings Maintenance	237	1,709	1,000	(3,460)	446.0%	Grass Seed purchase requires journaling to 4175/301
308	Whitlands Sports Village						
4011	Rates	20,676	13,847	21,000	7,153	65.9%	Initial budget was set below the level originally indicated, Feb 2023 – Dec 2023

4036	Grounds & Buildings Maintenance	7,302	0	5,000	2,958	40.8%	Planned Fire extinguisher work
4039	Waste Removal	6,033	6,805	0	(6,805)		Cost allocated to incorrect budget, journal required.
401	Garth Park						
4011	Rates	0	3,942	4,925	983	80.0%	Annual rates
402	Play Areas						
4123	Maintenance Play Areas	5,214	1,923	7,000	5,077	81.2%	PO for Travis Perkins for building equipment for the year £1086. Budget has the potential to be overspent.

23/05/2024

Bicester Town Council

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Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	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	3,180	1,808	0	(1,808)			0.0%
1014 Inc-Miscellaneous	20	0	0	0			0.0%
Civic and Democratic :- Income	3,200	1,808	0	(1,808)			
4028 Meetings and Hospitality	0	73	0	(73)		(73)	0.0%
4031 Modern Gov	9,405	0	0	0		0	0.0%
4047 Bring Me	0	0	12,000	12,000		12,000	0.0%
4150 Mayor's Expenses	1,750	0	1,750	1,750		1,750	0.0%
4159 Elections	11,594	0	3,000	3,000		3,000	0.0%
4160 Civic Expenses	3,102	105	3,000	2,895		2,895	3.5%
4161 Civic Mayor Making	1,497	0	770	770	994	(224)	129.1%
4162 Civic Flag Raising	360	0	250	250		250	0.0%
4163 Civic Service & Parade	3,370	0	5,040	5,040		5,040	0.0%
4164 Civic Remembrance	2,910	0	4,940	4,940		4,940	0.0%
4209 Member's Allowances	14,241	0	14,000	14,000		14,000	0.0%
4210 Mayor's fundraising expences	11,349	225	0	(225)		(225)	0.0%
Civic and Democratic :- Indirect Expenditure	59,578	403	44,750	44,347	994	43,353	3.1%
Net Income over Expenditure	(56,378)	1,405	(44,750)	(46,155)			
105 Central Services							
1014 Inc-Miscellaneous	1,099	0	0	0			0.0%
Central Services :- Income	1,099	0	0	0			
4000 Salaries	161,076	16,589	260,000	243,411		243,411	6.4%
4001 Ers National Insurance	15,348	1,662	30,000	28,338		28,338	5.5%
4002 Ers Pension	34,722	3,600	56,000	52,400		52,400	6.4%
4003 Temporary Staff	59,922	0	0	0		0	0.0%
4009 Staff Travel	0	0	250	250		250	0.0%
4015 Health and Safety	2,374	170	5,000	4,830		4,830	3.4%
4020 Mobile Phones	890	386	1,200	814		814	32.2%
4021 Office Phones	3,027	204	2,000	1,796		1,796	10.2%
4023 Stationery	2,516	0	2,400	2,400		2,400	0.0%
4024 Subscriptions	8,843	156	4,500	4,344		4,344	3.5%
4025 Insurance	21,438	22,451	25,000	2,549		2,549	89.8%
4027 Ref. Booksand Publications	0	0	150	150		150	0.0%
4032 Recruitment Advertising	129	0	300	300		300	0.0%
4033 Office Expenses	1,114	276	1,300	1,024	228	796	38.8%
4034 Computer Support	27,979	12,528	29,100	16,572		16,572	43.1%
4038 Furniture & Furnishing	0	0	0	0		0	0.0%
4040 Website	435	25	1,300	1,275		1,275	1.9%

Continued over page

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4055 Press & PR	(110)	0	2,750	2,750		2,750	0.0%
4056 Legal and Professional Fees	19,091	0	10,000	10,000		10,000	0.0%
4057 Audit Fees	2,674	0	4,000	4,000		4,000	0.0%
4058 Accountancy & Payroll	2,707	0	6,500	6,500		6,500	0.0%
4070 Training & Conferences	8,151	788	7,500	6,713	290	6,423	14.4%
4097 HR	240	0	5,400	5,400		5,400	0.0%
4099 Miscellaneous Expenses	(1)	0	0	0		0	0.0%
4169 Newsletter	15,000	5,350	15,000	9,650		9,650	35.7%
Central Services :- Indirect Expenditure	387,564	64,184	469,650	405,466	518	404,948	13.8%
Net Income over Expenditure	(386,465)	(64,184)	(469,650)	(405,466)			
<u>106 Garth House</u>							
1001 Inc-Nais House	5,600	483	4,800	4,317			10.1%
1002 Inc-CAB Rent	4,250	0	4,250	4,250			0.0%
1007 Inc-Registrars	1,250	0	1,250	1,250			0.0%
1010 Inc-Garth Rooms Lettings	1,009	0	500	500			0.0%
Garth House :- Income	12,109	483	10,800	10,317			4.5%
4004 Cleaning Contract	5,797	0	4,000	4,000		4,000	0.0%
4011 Rates	7,633	5,739	24,000	18,262		18,262	23.9%
4012 Water Charges	(73)	16	900	884		884	1.8%
4013 Gas	1,719	1,138	4,000	2,862		2,862	28.5%
4014 Electric	3,913	1,453	3,800	2,347		2,347	38.2%
4017 Cleaning Materials	727	0	0	0		0	0.0%
4023 Stationery	0	538	0	(538)	46	(584)	0.0%
4036 Grounds & Buildings Mtce	2,384	0	5,000	5,000	2,670	2,330	53.4%
4039 Waste Removal	2,734	1,640	1,250	(390)		(390)	131.2%
4130 Building Security	360	0	1,500	1,500		1,500	0.0%
4203 Window Cleaning	245	0	1,200	1,200		1,200	0.0%
Garth House :- Indirect Expenditure	25,440	10,524	45,650	35,126	2,716	32,410	29.0%
Net Income over Expenditure	(13,330)	(10,041)	(34,850)	(24,809)			
<u>107 Garth Lodge</u>							
1006 Inc-Garth Lodge	9,548	720	13,200	12,480			5.5%
Garth Lodge :- Income	9,548	720	13,200	12,480			5.5%
4052 Garth Lodge Costs	1,365	0	2,500	2,500		2,500	0.0%
4130 Building Security	1,080	0	0	0		0	0.0%
Garth Lodge :- Indirect Expenditure	2,445	0	2,500	2,500	0	2,500	0.0%
Net Income over Expenditure	7,103	720	10,700	9,980			

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
108 Corporate Finance							
1014 Inc-Miscellaneous	5,077	0	0	0			0.0%
1076 Inc-Precept	1,765,879	1,800,238	1,800,238	(0)			100.0%
1096 Inc-Interest Received	128,563	20,938	30,000	9,062			69.8%
Corporate Finance :- Income	1,899,520	1,821,176	1,830,238	9,062			99.5%
4059 Bank Charges	2,077	104	2,000	1,896		1,896	5.2%
4099 Miscellaneous Expences	278	0	0	0		0	0.0%
4306 Loan Repayments	10,473	0	11,000	11,000		11,000	0.0%
Corporate Finance :- Indirect Expenditure	12,827	104	13,000	12,896	0	12,896	0.8%
Net Income over Expenditure	1,886,692	1,821,072	1,817,238	(3,834)			
109 Community Support							
4060 CAB	0	0	8,250	8,250		8,250	0.0%
4061 Grants to Voluntary Org.	11,962	0	22,000	22,000		22,000	0.0%
4064 OYAP	9,000	0	0	0		0	0.0%
4065 TVP Crime Partnership	3,600	0	3,600	3,600		3,600	0.0%
4131 Bicester Vision Manager	5,000	0	5,000	5,000		5,000	0.0%
4133 Partnership	5,000	0	0	0		0	0.0%
4191 Community Woodland	0	0	3,000	3,000		3,000	0.0%
Community Support :- Indirect Expenditure	34,562	0	41,850	41,850	0	41,850	0.0%
Net Expenditure	(34,562)	0	(41,850)	(41,850)			
110 Projects							
1019 Inc-Grants Received	2,022	0	0	0			0.0%
Projects :- Income	2,022	0	0	0			
4100 Purchase New Machinery	0	0	20,000	20,000		20,000	0.0%
4300 New Computer Equipment	10,384	0	5,522	5,522	2,270	3,252	41.1%
4301 Garth House Redevelopment	13,885	0	15,000	15,000	225	14,775	1.5%
4305 New Cemetery	0	0	12,500	12,500		12,500	0.0%
4312 Asset Maintenance	3,693	0	17,500	17,500		17,500	0.0%
4313 Play Area/Open Space Inv.	2,567	0	76,909	76,909		76,909	0.0%
4314 Town Centre	0	0	5,000	5,000		5,000	0.0%
4315 Containing Outbreak Management	(23,851)	0	0	0		0	0.0%
Projects :- Indirect Expenditure	6,678	0	152,431	152,431	2,495	149,936	1.6%
Net Income over Expenditure	(4,656)	0	(152,431)	(152,431)			

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Environmental Services							
4000 Salaries	216,340	24,868	280,000	255,132		255,132	8.9%
4001 Ers National Insurance	16,169	2,068	30,000	27,932		27,932	6.9%
4002 Ers Pension	46,837	5,432	61,000	55,568		55,568	8.9%
4003 Temporary Staff	20,842	0	10,000	10,000		10,000	0.0%
4016 Uniform & PPE	700	0	1,400	1,400		1,400	0.0%
4020 Mobile Phones	2,518	33	3,000	2,967		2,967	1.1%
4036 Grounds & Buildings Mtce	0	0	0	0		0	0.0%
4042 Maintenance Machinery	8,039	577	10,000	9,423	546	8,877	11.2%
4044 Petrol,Oil & Gas	5,821	447	6,000	5,553		5,553	7.5%
4045 Tools	1,696	40	1,000	960		960	4.0%
4178 Vehicle Maintenance	4,537	0	0	0	1,342	(1,342)	0.0%
Environmental Services :- Indirect Expenditure	323,500	33,465	402,400	368,935	1,888	367,046	8.8%
Net Expenditure	(323,500)	(33,465)	(402,400)	(368,935)			
301 Open Spaces							
1019 Inc-Grants Received	31,252	0	0	0			0.0%
1028 Inc-Pavilions/Pitches	13,664	0	0	0			0.0%
1037 Inc-Keta Field Pitches	2,592	0	2,500	2,500			0.0%
1039 Inc-Bicester Fields Pitches	674	0	0	0			0.0%
1040 Inc-Keble Rd Pitches	667	0	0	0			0.0%
Open Spaces :- Income	48,849	0	2,500	2,500			0.0%
4036 Grounds & Buildings Mtce	(4,850)	0	0	0		0	0.0%
4037 Pavilion Maintenance	670	0	0	0		0	0.0%
4045 Tools	(670)	0	0	0		0	0.0%
4048 Vertidrainng of Pitches (FA G	28,079	0	0	0		0	0.0%
4126 Lease of Open Spaces	427	10	21	11		11	47.6%
4175 Maintenance of Open Spaces	13,562	5,154	14,500	9,346		9,346	35.5%
4190 Parks and Garden Contract	494,339	0	350,000	350,000		350,000	0.0%
4204 Pest Control	163	0	250	250		250	0.0%
Open Spaces :- Indirect Expenditure	531,719	5,164	364,771	359,607	0	359,607	1.4%
Net Income over Expenditure	(482,870)	(5,164)	(362,271)	(357,107)			
305 Pingle Field							
1028 Inc-Pavilions/Pitches	5,790	0	5,000	5,000			0.0%
Pingle Field :- Income	5,790	0	5,000	5,000			0.0%
4012 Water Charges	6,483	947	1,100	153		153	86.1%
4014 Electric	6,666	1,153	12,000	10,848		10,848	9.6%

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4017 Cleaning Materials	85	190	300	110	172	(63)	120.8%
4036 Grounds & Buildings Mtce	4,320	1,702	20,000	18,298	2,965	15,333	23.3%
4039 Waste Removal	215	198	230	32		32	85.9%
4045 Tools	0	7	0	(7)	7	(14)	0.0%
4130 Building Security	823	0	1,500	1,500		1,500	0.0%
Pingle Field :- Indirect Expenditure	18,592	4,196	35,130	30,934	3,144	27,789	20.9%

Net Income over Expenditure **(12,802)** **(4,196)** **(30,130)** **(25,934)**

306 Sunderland Drive

1028 Inc-Pavilions/Pitches	848	0	2,000	2,000			0.0%
Sunderland Drive :- Income	848	0	2,000	2,000			0.0%
4012 Water Charges	217	80	1,200	1,120		1,120	6.7%
4013 Gas	875	2,003	2,000	(3)		(3)	100.1%
4014 Electric	374	138	2,000	1,862		1,862	6.9%
4017 Cleaning Materials	85	0	100	100		100	0.0%
4036 Grounds & Buildings Mtce	2,769	1,601	1,000	(601)	2,495	(3,096)	409.6%
4039 Waste Removal	215	198	250	52		52	79.1%
4045 Tools	0	7	0	(7)	7	(14)	0.0%
4130 Building Security	688	0	1,000	1,000		1,000	0.0%
Sunderland Drive :- Indirect Expenditure	5,222	4,026	7,550	3,524	2,502	1,022	86.5%

Net Income over Expenditure **(4,374)** **(4,026)** **(5,550)** **(1,524)**

307 Bicester Field

1028 Inc-Pavilions/Pitches	454	0	1,700	1,700			0.0%
Bicester Field :- Income	454	0	1,700	1,700			0.0%
4012 Water Charges	1,517	157	1,000	843		843	15.7%
4014 Electric	7,718	1,005	10,000	8,995		8,995	10.1%
4017 Cleaning Materials	85	190	200	10	276	(267)	233.4%
4023 Stationery	13	0	0	0		0	0.0%
4036 Grounds & Buildings Mtce	237	1,709	1,000	(709)	2,752	(3,460)	446.0%
4039 Waste Removal	412	0	250	250		250	0.0%
4045 Tools	0	7	0	(7)	7	(14)	0.0%
4099 Miscellaneous Expences	(0)	0	0	0		0	0.0%
4130 Building Security	658	0	500	500	238	262	47.5%
Bicester Field :- Indirect Expenditure	10,640	3,069	12,950	9,882	3,273	6,608	49.0%

Net Income over Expenditure **(10,186)** **(3,069)** **(11,250)** **(8,182)**

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
308 Whitelands Sports Village							
1014 Inc-Miscellaneous	1,802	5,164	50,000	44,836			10.3%
1016 Inc-Whitelands Cafe	0	2,455	4,500	2,045			54.6%
1017 Inc-Whitelands room hire	4,035	0	0	0			0.0%
1025 Inc-Rugby Club	21,000	0	21,000	21,000			0.0%
1026 Inc-ACE Academy	5,000	1,000	10,000	9,000			10.0%
1027 Inc-OX RTC	5,660	1,042	18,000	16,958			5.8%
1028 Inc-Pavilions/Pitches	93,506	(176)	0	176			0.0%
Whitelands Sports Village :- Income	131,004	9,485	103,500	94,015			9.2%
4000 Salaries	142,084	13,792	146,000	132,208		132,208	9.4%
4001 Ers National Insurance	10,739	1,171	15,000	13,829		13,829	7.8%
4002 Ers Pension	29,853	2,993	35,000	32,007		32,007	8.6%
4003 Temporary Staff	8,394	0	0	0		0	0.0%
4004 Cleaning Contract	0	0	1,500	1,500		1,500	0.0%
4011 Rates	20,676	13,847	21,000	7,153		7,153	65.9%
4012 Water Charges	1,023	0	1,200	1,200		1,200	0.0%
4014 Electric	60,090	0	30,000	30,000		30,000	0.0%
4015 Health and Safety	1,979	0	0	0		0	0.0%
4016 Uniform & PPE	688	0	2,500	2,500		2,500	0.0%
4017 Cleaning Materials	760	0	2,000	2,000	81	1,919	4.0%
4021 Office Phones	248	0	0	0		0	0.0%
4023 Stationery	0	44	0	(44)		(44)	0.0%
4036 Grounds & Buildings Mtce	7,302	0	5,000	5,000	2,042	2,958	40.8%
4039 Waste Removal	6,033	6,805	0	(6,805)		(6,805)	0.0%
4069 SW Sports Village	1,095	0	0	0		0	0.0%
4130 Building Security	1,143	0	1,000	1,000		1,000	0.0%
4203 Window Cleaning	0	0	500	500		500	0.0%
Whitelands Sports Village :- Indirect Expenditure	292,107	38,652	260,700	222,048	2,123	219,925	15.6%
Net Income over Expenditure	(161,103)	(29,167)	(157,200)	(128,033)			
401 Garth Park							
1003 Inc-Garth Stables	6,600	550	3,150	2,600			17.5%
1008 Inc-Bowls Club	1,478	130	1,400	1,270			9.3%
1009 Inc-Tennis Club	1,550	0	1,550	1,550			0.0%
1015 Inc Garth Park Cafe	21,096	0	18,800	18,800			0.0%
Garth Park :- Income	30,724	680	24,900	24,220			2.7%
4004 Cleaning Contract	0	0	10,000	10,000		10,000	0.0%
4011 Rates	0	3,942	4,925	983		983	80.0%
4012 Water Charges	28	21	750	729		729	2.8%

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Gas	0	0	300	300		300	0.0%
4014 Electric	1,491	0	2,000	2,000		2,000	0.0%
4015 Health and Safety	0	0	0	0	277	(277)	0.0%
4016 Uniform & PPE	0	210	0	(210)	210	(420)	0.0%
4036 Grounds & Buildings Mtce	6,594	0	5,000	5,000		5,000	0.0%
4039 Waste Removal	4,401	0	7,500	7,500	1,220	6,280	16.3%
4046 Horticultural Supplies	3,973	0	5,900	5,900		5,900	0.0%
4050 Maintenance Bowls Club	992	0	2,000	2,000		2,000	0.0%
4129 Garth Park Toilets	10,250	0	0	0		0	0.0%
4130 Building Security	0	0	2,000	2,000		2,000	0.0%
4177 Maintenance Bandstand & Well	0	0	15,000	15,000		15,000	0.0%
Garth Park :- Indirect Expenditure	27,728	4,173	55,375	51,202	1,707	49,495	10.6%
Net Income over Expenditure	2,997	(3,494)	(30,475)	(26,981)			
402 Play Areas							
4045 Tools	0	0	0	0	386	(386)	0.0%
4123 Maintenance Play Areas	5,214	1,923	7,000	5,077	3,762	1,315	81.2%
4180 ROSPA Inspections	3,900	0	4,000	4,000		4,000	0.0%
Play Areas :- Indirect Expenditure	9,114	1,923	11,000	9,077	4,148	4,929	55.2%
Net Expenditure	(9,114)	(1,923)	(11,000)	(9,077)			
404 Allotments							
1011 Inc-Allotments	8,232	4,008	7,000	2,993			57.3%
Allotments :- Income	8,232	4,008	7,000	2,993			57.2%
4012 Water Charges	152	28	600	572		572	4.6%
4054 Allotments Costs	298	0	2,500	2,500	55	2,445	2.2%
4155 Rent	416	0	831	831		831	0.0%
Allotments :- Indirect Expenditure	865	28	3,931	3,903	55	3,848	2.1%
Net Income over Expenditure	7,368	3,980	3,069	(911)			
501 Town Council Events							
1018 Inc-Carnival	650	0	0	0			0.0%
1030 Income - Music Event	0	0	9,000	9,000			0.0%
1032 Inc- Sledgehammer	13,175	0	9,000	9,000			0.0%
1035 Special Events 2023 Coronation	5,987	0	0	0			0.0%
1045 Inc-Christmas Lights	700	0	7,500	7,500			0.0%
1050 Chistmas Lights Trail	40,142	200	75,000	74,800			0.3%

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1051 Inc-Food Festival	(83)	0	0	0			0.0%
Town Council Events :- Income	60,570	200	100,500	100,300			0.2%
4071 Evt 1 Music EVent	4,245	969	10,000	9,031		9,031	9.7%
4088 Evt 3 - Sledgehammer	8,197	969	10,000	9,031		9,031	9.7%
4092 Sports Day	4,936	740	4,000	3,260		3,260	18.5%
4115 Special Events/Coronation 2023	10,756	458	5,000	4,542	303	4,239	15.2%
4120 FFD in assoc. w/AFD	7,071	1,573	9,500	7,927		7,927	16.6%
4157 Christmas Lights Switch On	14,310	52	10,500	10,448		10,448	0.5%
4158 Christmas Lights Trail	78,116	5,730	85,000	79,271		79,271	6.7%
Town Council Events :- Indirect Expenditure	127,631	10,491	134,000	123,509	303	123,206	8.1%
Net Income over Expenditure	(67,061)	(10,291)	(33,500)	(23,209)			
<u>601 Cemetery</u>							
1020 Inc-Cemetery	6,259	0	0	0			0.0%
Cemetery :- Income	6,259	0	0	0			
4011 Rates	724	1,447	1,500	53		53	96.5%
4012 Water Charges	633	37	800	763		763	4.6%
4014 Electric	288	128	150	22		22	85.4%
4036 Grounds & Buildings Mtce	125	0	250	250		250	0.0%
4039 Waste Removal	2,049	215	4,000	3,785		3,785	5.4%
Cemetery :- Indirect Expenditure	3,819	1,827	6,700	4,873	0	4,873	27.3%
Net Income over Expenditure	2,440	(1,827)	(6,700)	(4,873)			
<u>801 Street Scene</u>							
4029 Street Furniture	1,563	0	1,500	1,500		1,500	0.0%
4083 Pedestrianisation Scheme	0	0	5,000	5,000		5,000	0.0%
4112 Repairs & Maint. Clocks	135	0	500	500		500	0.0%
4151 Litter Bin Provosion	1,314	0	4,000	4,000	3,991	9	99.8%
4200 Christmas Lights Maint/Storage	0	0	26,000	26,000		26,000	0.0%
4216 Litter/Dog Bin Emptying	9,165	0	0	0		0	0.0%
Street Scene :- Indirect Expenditure	12,177	0	37,000	37,000	3,991	33,009	10.8%
Net Expenditure	(12,177)	0	(37,000)	(37,000)			
<u>901 Earmarked Reserves</u>							
9007 Community and Elections	12,799	0	0	0		0	0.0%
9011 Play Areas/Open Space Investme	71,474	0	0	0		0	0.0%
9014 Green Infrastructure	20,868	0	0	0		0	0.0%

Detailed Income & Expenditure by Budget Heading 23/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9020 BTC Premises	68,933	0	0	0		0	0.0%
9042 SW Sports Village Contribution	2,971	0	0	0		0	0.0%
Earmarked Reserves :- Indirect Expenditure	177,045	0	0	0	0	0	
Net Expenditure	(177,045)	0	0	0			
Grand Totals:- Income	2,220,228	1,838,559	2,101,338	262,779			87.5%
Expenditure	2,069,250	182,228	2,101,338	1,919,110	29,858	1,889,252	10.1%
Net Income over Expenditure	150,977	1,656,331	0	(1,656,331)			
Movement to/(from) Gen Reserve	150,977	1,656,331					

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday, 4th June 2024

Bank Balances

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

Appended to this report is a detailed report showing accurate recording of all the Council's bank balances as at 30th April 2024.

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. A Bank – Cash and Investment Reconciliation Report was printed after the 30th April and further transactions had been entered into the cashbook resulting in a potential difference between the bank and cashbook balances.

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 £8,890.76 for March 2024, 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 non-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 23 May 2024

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/04/2024	Barclays Current Account	1,634,927.60	
30/04/2024	Wages Account	83,938.26	
30/04/2024	Ticketsource Account	101,600.63	
30/04/2024	CCLA Deposit	2,000,000.00	
31/03/2024	Barclays Treasury Deposit	1,096,187.54	
01/04/2024	Santander Capital Account	257,408.87	
31/03/2024	Lloyds Treasury Account	549,174.65	
			5,723,237.55
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			5,723,237.55
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c	1,634,927.60	
2	Wages Account	83,938.26	
3	Carnival Account	101,600.63	
4	CCLA Deposit	2,000,000.00	
5	Barclays Treasury Deposit	1,096,187.54	
6	Santander Capital Account	257,408.87	
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		5,723,237.55

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2023

Payments

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@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 23rd May 2024.

2. Background

The report lists all payments supported by the Purchase Ledger sheets for the BACS batches. BACS batches dated 08/03/2024 to the 23/05/2024 (page numbers 897 - 942) were sent to members of the Finance Committee before being paid.

3. Recommendation

Councillors are asked to **APPROVE** the payment schedules, totalling £141,403.59 for 09/03/2024 to 31/03/2023 and £453,591.87 from 01/04/2024 to 23/05/2024 of payments made since those agreed at the meeting on the 26/03/2024.

Date: 24/05/2024

Bicester Town Council

Page 1

Time: 11:53

Current Bank A/c 50180017

List of Payments made between 08/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/03/2024	Dave Bambrook	BACS	31.57		Toolstation expense 07/03/24
14/03/2024	Henley-on-Thames Town Council	BACS	110.00		Mayor's Civic Dinner
17/03/2024	Thame Town Council	BACS	60.00		Mayor's Dinner
18/03/2024	BACS P/L Pymnt Page 897	BACS Pymnt	48.25		BACS P/L Pymnt Page 897
18/03/2024	Everflow Ltd	B238685A	5,491.09		Everflow Charges
19/03/2024	BACS P/L Pymnt Page 899	BACS Pymnt	437.50		BACS P/L Pymnt Page 899
20/03/2024	Wages Account	90180068	37,000.00		Transfer to Wage Account payro
21/03/2024	BACS P/L Pymnt Page 907	BACS Pymnt	87.66		BACS P/L Pymnt Page 907
25/03/2024	OPUS ENERGY LTD	1292461	2,613.38		Pingle Elec - Fe24
26/03/2024	BACS P/L Pymnt Page 881	BACS Pymnt	26,817.71		BACS P/L Pymnt Page 881
27/03/2024	Astral (Payroll)	BACS	68,472.43		Payroll March 2024
27/03/2024	BACS P/L Pymnt Page 892	BACS Pymnt	11,978.74		BACS P/L Pymnt Page 892
27/03/2024	Advanced Water Coolers Ltd	A061	-35.82		P/Ledger Electronic Payment
27/03/2024	A&G Security and Events Ltd	AG	-579.80		P/Ledger Electronic Payment
27/03/2024	Amazon Business	AMAZON BUS	-413.26		P/Ledger Electronic Payment
27/03/2024	astral accountancy	ASTRAL	-144.00		P/Ledger Electronic Payment
27/03/2024	Beauty & Bicester	BEAUTY	-210.00		P/Ledger Electronic Payment
27/03/2024	CMR Intech Limited	CMR	-40.36		P/Ledger Electronic Payment
27/03/2024	Cherwell District Council	C41	-415.50		P/Ledger Electronic Payment
27/03/2024	Joblings	JOBLINGS	-377.89		P/Ledger Electronic Payment
27/03/2024	Navitas Desgin	NAVITAS	-29.99		P/Ledger Electronic Payment
27/03/2024	ORIGIN AMENITY SOLUTIONS LT	ORI	-590.38		P/Ledger Electronic Payment
27/03/2024	PHS Group Ltd	PHS	-444.17		P/Ledger Electronic Payment
27/03/2024	paragon tool hire	PARAGON	-7,415.76		P/Ledger Electronic Payment
27/03/2024	Peninsula	PENINSULA	-202.12		P/Ledger Electronic Payment
27/03/2024	RIO WORKWEAR LTD	RIO	-44.34		P/Ledger Electronic Payment
27/03/2024	Shape HR Solutions	SHAPE	-250.00		P/Ledger Electronic Payment
27/03/2024	Tudor Environmental	T097	-186.61		P/Ledger Electronic Payment
27/03/2024	Washington House Occupational	W002	-598.74		P/Ledger Electronic Payment
28/03/2024	BCQ Solutions	BACS	234.00	Error - BCQ Bank Acc	Inv.503198 - correction
29/03/2024	Paul Woods Clubs	BACS	30.00		P.Woods Refund inv.00768
29/03/2024	Paul Woods Clubs	BACS	-30.00		Presented at bank in April 24
Total Payments			141,403.59		

List of Payments made between 01/04/2024 and 24/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2024	Rialtas Business Solutions Ltd	sm28750 er	-1,501.20		PAYMENT ERROR CORRECTION 23/05
02/04/2024	Advanced Water Coolers Ltd	BACS	35.82		P/Ledger Electronic Payment
02/04/2024	A&G Security and Events Ltd	BACS 02/04	579.80		P/Ledger Electronic Payment
02/04/2024	Amazon Business	BACS 02/04	413.26		P/Ledger Electronic Payment
02/04/2024	astral accountancy	BACS 02/04	144.00		P/Ledger Electronic Payment
02/04/2024	Beauty & Bicester	BACS 02-04	210.00		P/Ledger Electronic Payment
02/04/2024	CMR Intech Limited	BACS 02.04	40.36		P/Ledger Electronic Payment
02/04/2024	Cherwell District Council	20014559	415.50		P/Ledger Electronic Payment
02/04/2024	Joblings	2024000066	377.89		P/Ledger Electronic Payment
02/04/2024	Navitas Desgin	31531	29.99		P/Ledger Electronic Payment
02/04/2024	ORIGIN AMENITY SOLUTIONS LT	OASI009696	590.38		P/Ledger Electronic Payment
02/04/2024	PHS Group Ltd	BACS P005	444.17		P/Ledger Electronic Payment
02/04/2024	paragon tool hire	BACS PARAG	7,415.76		P/Ledger Electronic Payment
02/04/2024	Peninsula	BACS PENIN	202.12		P/Ledger Electronic Payment
02/04/2024	RIO WORKWEAR LTD	BACS RIO	44.34		P/Ledger Electronic Payment
02/04/2024	Shape HR Solutions	BACS SHAPE	250.00		P/Ledger Electronic Payment
02/04/2024	Tudor Environmental	BACS T097	186.61		P/Ledger Electronic Payment
02/04/2024	Washington House Occupational	BACS W002	598.74		P/Ledger Electronic Payment
08/04/2024	Barclays Bank	DD	87.40		Commission/charges March 24
09/04/2024	Everflow Ltd	B238685A	111.81		Water April 2024 - Pingle
15/04/2024	Wex Europe Services (UK) Limit	WEX/15/04	99.73		Fuel
16/04/2024	Everflow Ltd	B238685	1,174.49		Water - May 2024
16/04/2024	BT	16/04/2024	52.74		Purchase Ledger DDR Payment
17/04/2024	Barclaycard Commercial 5476760	17/04/2024	170.00		Purchase Ledger DDR Payment
19/04/2024	BACS P/L Pymnt Page 916	BACS Pymnt	93,508.30		BACS P/L Pymnt Page 916
19/04/2024	BACS P/L Pymnt Page 918	BACS Pymnt	33,847.02		BACS P/L Pymnt Page 918
22/04/2024	Wex Europe Services (UK) Limit	WEX/22/04	155.00		Fuel
22/04/2024	SSE GAS	DD00380825	1,185.90		Garth - March
22/04/2024	SSE GAS	DD00380829	2,102.68		Sunderland - March
22/04/2024	Wages Account 90180068	BIC TOWN	37,000.00		BIC TOWN COUN WAGE 200675
23/04/2024	SSE GAS	DD0384245	9.07		The Workshop - March
24/04/2024	Astral (Payroll)	DD	72,174.17		April 2024 Payroll D/D
26/04/2024	BACS P/L Pymnt Page 919	BACS Pymnt	25,645.63		BACS P/L Pymnt Page 919
26/04/2024	BACS P/L Pymnt Page 921	BACS Pymnt	6,010.88		BACS P/L Pymnt Page 921
26/04/2024	OPUS ENERGY LTD	OPUS/26/04	4,218.69		Bicester Fields - March
29/04/2024	Wex Europe Services (UK) Limit	WEX/29/04	282.07		Fuel
30/04/2024	BACS P/L Pymnt Page 909	BACS Pymnt	33,578.49		BACS P/L Pymnt Page 909
13/05/2024	Martin Spittle/Rebecca Booth	BACS	20.00	BX24050906439	Allotment Key Deposit Refunds
15/05/2024	Child Maintenance	BACS	159.54	BX24051306793	April Wage deduction 2024
16/05/2024	BACS P/L Pymnt Page 926	BACS Pymnt	1,995.54		BACS P/L Pymnt Page 926
16/05/2024	BACS P/L Pymnt Page 928	BACS Pymnt	18,843.44		BACS P/L Pymnt Page 928
16/05/2024	BACS P/L Pymnt Page 932	BACS Pymnt	-843.94		BACS P/L Pymnt Page 932
16/05/2024	Oxfordshire County Council	3929950942	-150.00		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Rialtas Business Solutions Ltd	SM28750ERR	-332.40		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Rialtas Business Solutions Ltd	SM28752	-696.00		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Rialtas Business Solutions Ltd	SM28754	-532.80		PAYMENT ERROR CORRECTION 23/05

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List of Payments made between 01/04/2024 and 24/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2024	Rialtas Business Solutions Ltd	SM28755	-132.00		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Ridge & Partners LLP	265642	-14,258.40		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Savoir Fare Ltd	INV0108	-142.35		PAYMENT ERROR CORRECTION 23/05
16/05/2024	Savoir Fare Ltd	INV0110	-242.35		PAYMENT ERROR CORRECTION 23/05
23/05/2024	BACS P/L Pymnt Page 939	BACS Pymnt	108,389.40		BACS P/L Pymnt Page 939
23/05/2024	BACS P/L Pymnt Page 941	BACS Pymnt	19,622.58		BACS P/L Pymnt Page 941
Total Payments			453,591.87		

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Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT BT							
BT Direct Debit	18/03/2024	18/03/2024	1	48.25	0.00	48.25	0.00
					0.00	48.25	
Above paid on 18/03/2024 by Online Payment Ref BT							
Total Purchase Ledger Payments					0.00	48.25	

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Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EVER Everflow Ltd							
Everflow Charges	08/03/2024	EFW238685-0	1	5,491.09	0.00	5,491.09	0.00
					0.00	5,491.09	
Above paid on 18/03/2024 by Direct Debit B238685A							
Total Purchase Ledger Payments					0.00	5,491.09	

24/05/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024 Barclaycard Commercial 5476760594863261							
Purchase Ledger BACS Payment	19/03/2024	ON ACC 220	1	0.00	0.00	437.50	-437.50
					0.00	437.50	
Above paid on 19/03/2024 by Online Payment Ref B024							
Total Purchase Ledger Payments					0.00	437.50	

24/05/2024		Bicester Town Council					Page 900	
11:45		List of Purchase Ledger Payments					User: HP	
Linked to Cashbook 1							Entered Month 12 by user HP	
Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE GAS SSE GAS								
Gas for 01/12/23 - 31/12/23		21/02/2024	IV00414658	1	19.41	0.00	19.41	0.00
						0.00	19.41	
Above paid on 06/03/2024 by Direct Debit 0077119								
Total Purchase Ledger Payments						0.00	19.41	

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Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A061							
Advanced Water Coolers Ltd							
P/Ledger Electronic Payment	27/03/2024	ON ACC 221	1	0.00	0.00	-35.82	35.82
					0.00	-35.82	
Above paid on 27/03/2024 by Electronic Payment Ref A061							
Total Purchase Ledger Payments						0.00	-35.82

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AG A&G Security and Events Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 222	1	0.00	0.00	-579.80	579.80
					<u>0.00</u>	<u>-579.80</u>	
Above paid on 27/03/2024 by Electronic Payment Ref AG							
AMAZON BUS Amazon Business							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 223	1	0.00	0.00	-413.26	413.26
					<u>0.00</u>	<u>-413.26</u>	
Above paid on 27/03/2024 by Electronic Payment Ref AMAZON BUS							
ASTRAL astral accountancy							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 224	1	0.00	0.00	-144.00	144.00
					<u>0.00</u>	<u>-144.00</u>	
Above paid on 27/03/2024 by Electronic Payment Ref ASTRAL							
BEAUTY Beauty & Bicester							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 225	1	0.00	0.00	-210.00	210.00
					<u>0.00</u>	<u>-210.00</u>	
Above paid on 27/03/2024 by Electronic Payment Ref BEAUTY							
C054 CMR Intech Limited							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 226	1	0.00	0.00	-40.36	40.36
					<u>0.00</u>	<u>-40.36</u>	
Above paid on 27/03/2024 by Electronic Payment Ref CMR							
C41 Cherwell District Council							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 227	1	0.00	0.00	-415.50	415.50
					<u>0.00</u>	<u>-415.50</u>	
Above paid on 27/03/2024 by Electronic Payment Ref C41							
J001 Joblings							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 228	1	0.00	0.00	-377.89	377.89
					<u>0.00</u>	<u>-377.89</u>	
Above paid on 27/03/2024 by Electronic Payment Ref JOBLINGS							

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Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N027 Navitas Desgin							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 229	1	0.00	0.00	-29.99	29.99
					<u>0.00</u>	<u>-29.99</u>	
Above paid on 27/03/2024 by Electronic Payment Ref NAVITAS							
ORI ORIGIN AMENITY SOLUTIONS LTD							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 230	1	0.00	0.00	-590.38	590.38
					<u>0.00</u>	<u>-590.38</u>	
Above paid on 27/03/2024 by Electronic Payment Ref ORI							
P005 PHS Group Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 231	1	0.00	0.00	-444.17	444.17
					<u>0.00</u>	<u>-444.17</u>	
Above paid on 27/03/2024 by Electronic Payment Ref PHS							
PARAGON paragon tool hire							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 232	1	0.00	0.00	-7,415.76	7,415.76
					<u>0.00</u>	<u>-7,415.76</u>	
Above paid on 27/03/2024 by Electronic Payment Ref PARAGON							
PENINSULA Peninsula							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 233	1	0.00	0.00	-202.12	202.12
					<u>0.00</u>	<u>-202.12</u>	
Above paid on 27/03/2024 by Electronic Payment Ref PENINSULA							
RIO RIO WORKWEAR LTD							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 234	1	0.00	0.00	-44.34	44.34
					<u>0.00</u>	<u>-44.34</u>	
Above paid on 27/03/2024 by Electronic Payment Ref RIO							
SHAPE Shape HR Solutions							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 235	1	0.00	0.00	-250.00	250.00
					<u>0.00</u>	<u>-250.00</u>	
Above paid on 27/03/2024 by Electronic Payment Ref SHAPE							

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T097							
Tudor Environmental							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 236	1	0.00	0.00	-186.61	186.61
					0.00	-186.61	
Above paid on 27/03/2024 by Electronic Payment Ref T097							
W002							
Washington House Occupational Health Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 237	1	0.00	0.00	-598.74	598.74
					0.00	-598.74	
Above paid on 27/03/2024 by Electronic Payment Ref W002							
Total Purchase Ledger Payments					0.00	-11,942.92	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OPUS	OPUS ENERGY LTD						
<i>Out Building - Feb 24</i>	14/03/2024	42978086	1	15.74	0.00	15.74	0.00
<i>Cemetery Elec - Feb 24</i>	14/03/2024	42978087	1	13.35	0.00	13.35	0.00
<i>Offices Elec - Feb 24</i>	14/03/2024	42978088	1	169.69	0.00	169.69	0.00
<i>Garth Flat Elec - Feb 24</i>	14/03/2024	42978089	1	226.68	0.00	226.68	0.00
<i>Outread Team - Feb 24</i>	14/03/2024	42978090	1	44.37	0.00	44.37	0.00
<i>Stables Elec - Feb 24</i>	14/03/2024	42978091	1	90.75	0.00	90.75	0.00
<i>Chapel Elec - Feb 24</i>	14/03/2024	42978092	1	14.74	0.00	14.74	0.00
<i>Clayton Elec - Feb 24</i>	14/03/2024	42978093	1	25.25	0.00	25.25	0.00
<i>Sunderland Pav Elec- Feb 24</i>	14/03/2024	42978094	1	49.50	0.00	49.50	0.00
<i>Bicester Fields Elec - Feb 24</i>	14/03/2024	42978108	1	827.42	0.00	827.42	0.00
<i>Pingle Elec - Feb 24</i>	14/03/2024	42978109	1	1,122.92	0.00	1,122.92	0.00
<i>Mess Room Elec - Feb 24</i>	14/03/2024	42978331	1	12.97	0.00	12.97	0.00
						0.00	2,613.38

Above paid on 25/03/2024 by Direct Debit 1292461

Total Purchase Ledger Payments	0.00	2,613.38
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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024	Barclaycard Commercial 5476760594863261						
<i>Payment on Account, top up</i>	19/03/2024	19/03/2024	1	437.50	0.00	437.50	0.00
<i>Purchase Ledger BACS Payment</i>	19/03/2024	ON ACC 220	1	-437.50	0.00	-437.50	0.00
					<u>0.00</u>	<u>0.00</u>	
No payment due as Credit Notes have been applied							
Total Purchase Ledger Payments					<u>0.00</u>	<u>0.00</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024	Barclaycard Commercial 5476760594863261						
<i>Purchase Ledger BACS Payment</i>	21/03/2024	ON ACC 238	1	0.00	0.00	87.66	-87.66
					<u>0.00</u>	<u>87.66</u>	
Above paid on 21/03/2024 by Online Payment Ref B024							
Total Purchase Ledger Payments					<u>0.00</u>	<u>87.66</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FOR	FORTE ENTERTAINMENT LTD						
<i>Purchase Ledger BACS Payment</i>	01/11/2023	ON ACC 239	1	0.00	0.00	10,800.00	-10,800.00
<i>Purchase Ledger BACS Payment</i>	29/02/2024	ON ACC 240	1	0.00	0.00	-5,000.00	5,000.00
					<u>0.00</u>	<u>5,800.00</u>	
Above paid on 29/02/2024 by Online Payment Ref FOR							
Total Purchase Ledger Payments					<u>0.00</u>	<u>5,800.00</u>	

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A048	Acme Pest Control & Deer Management						
Whitelandes rodent call out	25/02/2024	85/108	1	82.10	0.00	82.10	0.00
					0.00	82.10	
Above paid on 26/03/2024 by Online Payment Ref A048							
C054	CMR Intech Limited						
CN - Mircrosoft Office 365	11/01/2024	421971	1	-27.25	0.00	-27.25	0.00
WatchGuard	04/03/2024	422397	1	20.52	0.00	20.52	0.00
Excess Support hours Feb 2024	04/03/2024	422425	1	447.76	0.00	447.76	0.00
Microsoft Office365	08/03/2024	422441	1	422.40	0.00	422.40	0.00
Credit Note for Inv. 422441 KJ	08/03/2024	422453	1	-25.61	0.00	-25.61	0.00
					0.00	837.82	
Above paid on 26/03/2024 by Online Payment Ref C054							
C105	CleanGenieLtd						
Cleaning completed Feb 2024	29/02/2024	6324	1	555.20	0.00	555.20	0.00
					0.00	555.20	
Above paid on 26/03/2024 by Online Payment Ref C105							
G007	Grundon Waste Management Ltd						
Empty 8 Yard Front loading	29/02/2024	PSI - 1026810	1	200.50	0.00	200.50	0.00
Feb Waste Charges	29/02/2024	PSI-1026811	1	307.46	0.00	307.46	0.00
					0.00	507.96	
Above paid on 26/03/2024 by Online Payment Ref G007							
J001	Joblings						
Feb fuel and Milk	29/02/2024	202400000033	1	600.97	0.00	600.97	0.00
					0.00	600.97	
Above paid on 26/03/2024 by Online Payment Ref J001							
LGRC	Local Government Resource Centre						
Locum RFO KJ Feb	04/03/2024	1805	1	1,196.72	0.00	1,196.72	0.00
Locum Feb LS	11/03/2024	1819	1	5,537.46	0.00	5,537.46	0.00
					0.00	6,734.18	
Above paid on 26/03/2024 by Online Payment Ref LGRC							

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Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M050	Microshade Business Consultants Ltd						
<i>ModGov</i>	04/03/2024	19001	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 26/03/2024 by Online Payment Ref M050							
OLP	Online Playgrounds						
<i>SOR053830/SDN052691</i>	29/02/2024	SIN057247	1	2,268.00	0.00	2,268.00	0.00
					0.00	2,268.00	
Above paid on 26/03/2024 by Online Payment Ref OLP							
OMR	Oxfordshire Motorcycle Rescue						
<i>Weibang Mower BTC 00141</i>	13/03/2024	3105	1	155.00	0.00	155.00	0.00
					0.00	155.00	
Above paid on 26/03/2024 by Online Payment Ref OMR							
R008	Origin Amenity Solutions						
<i>Football goals</i>	08/03/2024	422397	1	5,022.96	0.00	5,022.96	0.00
					0.00	5,022.96	
Above paid on 26/03/2024 by Online Payment Ref R008							
S073	The Society of Local Council Clerks						
<i>FILCA training - HP</i>	11/03/2024	QL204990-1	1	144.00	0.00	144.00	0.00
<i>FILCA training - JC</i>	11/03/2024	QL204992-1	1	144.00	0.00	144.00	0.00
					0.00	288.00	
Above paid on 26/03/2024 by Online Payment Ref S073							
SCG	Southern Communications Limited						
<i>Jan charges Telephone Line</i>	08/02/2024	45494/0704360	1	281.17	0.00	281.17	0.00
<i>Feb Telephone line charges</i>	08/03/2024	45494/0718685	1	241.65	0.00	241.65	0.00
					0.00	522.82	
Above paid on 26/03/2024 by Online Payment Ref SCG							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SETFORDS Setfords							
<i>Matter no.B7553/11</i>	26/02/2024	TMBICESTER	1	8,400.00	0.00	8,400.00	0.00
					0.00	8,400.00	
Above paid on 26/03/2024 by Online Payment Ref SETFORDS							
W024 Waterman Graphics							
<i>Printed Cheques</i>	14/03/2024	10730	1	444.00	0.00	444.00	0.00
<i>Easter Banner</i>	14/02/2024	10731	1	211.20	0.00	211.20	0.00
					0.00	655.20	
Above paid on 26/03/2024 by Online Payment Ref W024							
Total Purchase Ledger Payments					0.00	26,817.71	

Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A061	Advanced Water Coolers Ltd						
<i>Spring water</i>	12/03/2024	19425	1	35.82	0.00	35.82	0.00
					0.00	35.82	
Above paid on 27/03/2024 by Online Payment Ref A061							
AG	A&G Security and Events Ltd						
<i>Interest and Admin charge</i>	09/02/2024	1070	1	579.80	0.00	579.80	0.00
					0.00	579.80	
Above paid on 27/03/2024 by Online Payment Ref AG							
AMAZON BUS	Amazon Business						
<i>Postage Stamps</i>	20/03/2024	INV-GB-2171261905-20	1	245.34	0.00	245.34	0.00
<i>4 x trestle table</i>	22/03/2024	INV.GB-131692361-202	1	167.92	0.00	167.92	0.00
					0.00	413.26	
Above paid on 27/03/2024 by Online Payment Ref AMAZONBUS							
ASTRAL	astral accountancy						
<i>February Payroll 2024</i>	29/02/2024	7361	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 27/03/2024 by Online Payment Ref ASTRAL							
BEAUTY	Beauty & Bicester						
<i>Light Switch on - 2023 Photos</i>	25/11/2023	2303129-25/11/2024	1	60.00	0.00	60.00	0.00
<i>Light Trail photo 2023</i>	20/12/2023	2303145 21/12/2024	1	150.00	0.00	150.00	0.00
					0.00	210.00	
Above paid on 27/03/2024 by Online Payment Ref BEAUTY							
C054	CMR Intech Limited						
<i>License - JB, microsoft office</i>	18/03/2024	422484	1	40.36	0.00	40.36	0.00
					0.00	40.36	
Above paid on 27/03/2024 by Online Payment Ref C054							

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Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C41	Cherwell District Council						
<i>Lease of 4 allotments</i>	18/03/2024	20014559	1	415.50	0.00	415.50	0.00
					0.00	415.50	
Above paid on 27/03/2024 by Online Payment Ref C41							
J001	Joblings						
<i>Unleaded and diesel</i>	31/03/2024	202400000066	1	377.89	0.00	377.89	0.00
					0.00	377.89	
Above paid on 27/03/2024 by Online Payment Ref J001							
N027	Navitas Desgin						
<i>Website maintenance</i>	01/03/2024	INV 31531	1	29.99	0.00	29.99	0.00
					0.00	29.99	
Above paid on 27/03/2024 by Online Payment Ref N027							
ORI	ORIGIN AMENITY SOLUTIONS LTD						
<i>Line marking paint</i>	14/03/2024	OASI0096964	1	590.38	0.00	590.38	0.00
					0.00	590.38	
Above paid on 27/03/2024 by Online Payment Ref ORI							
P005	PHS Group Ltd						
<i>Duty of Care Garth</i>	25/08/2023	70016286	1	41.40	0.00	41.40	0.00
<i>Annual duty of Care Pingle</i>	25/08/2023	70016287	1	41.40	0.00	41.40	0.00
<i>Annual Duty of Care Sunderland</i>	25/08/2023	70016288	1	41.40	0.00	41.40	0.00
<i>Annual duty of care Bicester f</i>	25/08/2023	70016289	1	41.40	0.00	41.40	0.00
<i>70016290</i>	25/08/2023	70016290	1	41.40	0.00	41.40	0.00
<i>Sanitary Disposal - Bices.Pavi</i>	03/03/2024	70425236	1	237.17	0.00	237.17	0.00
					0.00	444.17	
Above paid on 27/03/2024 by Online Payment Ref P005							
PARAGON	paragon tool hire						
<i>Xmas lights - call out charge</i>	30/12/2023	132488	1	136.80	0.00	136.80	0.00
<i>Xmas lights - Diesel, tower</i>	31/12/2023	132624	1	7,036.08	0.00	7,036.08	0.00
<i>Xmas Lights - Distribution box</i>	12/01/2024	132736	1	242.88	0.00	242.88	0.00
					0.00	7,415.76	
Above paid on 27/03/2024 by Online Payment Ref PARAGON							

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Linked to Cashbook 1

Entered Month 12
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PENINSULA Peninsula							
<i>Online services ageemen.603709</i>	18/03/2024	U004122101	1	202.12	0.00	202.12	0.00
					<u>0.00</u>	<u>202.12</u>	
Above paid on 27/03/2024 by Online Payment Ref PENINSULA							
RIO RIO WORKWEAR LTD							
<i>Safety Boots</i>	14/03/2024	INV - 8259	1	44.34	0.00	44.34	0.00
					<u>0.00</u>	<u>44.34</u>	
Above paid on 27/03/2024 by Online Payment Ref RIO							
SHAPE Shape HR Solutions							
<i>HR Support</i>	18/03/2024	BICESTER TC 1-23/24	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 27/03/2024 by Online Payment Ref SHAPE							
T097 Tudor Environmental							
<i>Cleaning Products</i>	05/03/2024	SO0195091	1	186.61	0.00	186.61	0.00
					<u>0.00</u>	<u>186.61</u>	
Above paid on 27/03/2024 by Online Payment Ref T097							
W002 Washington House Occupational Health Ltd							
<i>Medical Referral Ill Health</i>	29/02/2024	5796	1	598.74	0.00	598.74	0.00
					<u>0.00</u>	<u>598.74</u>	
Above paid on 27/03/2024 by Online Payment Ref W002							
Total Purchase Ledger Payments					<u>0.00</u>	<u>11,978.74</u>	

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C054	CMR Intech Limited						
Microsoft Entra - 2024	28/03/2024	422189	1	70.56	0.00	70.56	0.00
Annual Support - 120hrs - 2024	02/04/2024	422416	1	14,328.00	0.00	14,328.00	0.00
Veeam Backup - April	03/04/2024	422577	1	52.20	0.00	52.20	0.00
Microsoft Subscription - April	28/03/2024	422609	1	35.28	0.00	35.28	0.00
WatchGuard - April	02/04/2024	422616	1	23.94	0.00	23.94	0.00
Excess Support - March	04/04/2024	422636	1	1,313.40	0.00	1,313.40	0.00
Veeam License - April	03/04/2024	422642	1	153.60	0.00	153.60	0.00
Microsoft Office 365 - April	08/04/2024	422750	1	369.60	0.00	369.60	0.00
						0.00	16,346.58

Above paid on 30/04/2024 by Online Payment Ref C054

EST	Elite Sportsturf						
PF - Fertiliser, Seed.	12/03/2024	INV-1210	1	9,822.00	0.00	9,822.00	0.00
KF - Fertiliser, Seed.	12/03/2024	INV-1211	1	3,976.80	0.00	3,976.80	0.00
						0.00	13,798.80

Above paid on 30/04/2024 by Online Payment Ref EST

G007	Grundon Waste Management Ltd						
Cemetery Bins	31/03/2024	PSI-1035755	1	258.52	0.00	258.52	0.00
Claytons Yard Bins	31/03/2024	PSI-1035756	1	249.25	0.00	249.25	0.00
						0.00	507.77

Above paid on 30/04/2024 by Online Payment Ref G007

M050	Microshade Business Consultants Ltd						
Modern Gov	01/04/2024	19128	1	187.50	0.00	187.50	0.00
						0.00	187.50

Above paid on 30/04/2024 by Online Payment Ref M050

MM WASTE	M & M Waste Solutions						
Waste Removal - Whitelands	09/04/2024	1106363	1	262.00	0.00	262.00	0.00
						0.00	262.00

Above paid on 30/04/2024 by Online Payment Ref MMWASTE

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Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N019 NALC							
<i>Good Cllr Guide - March 2023</i>	16/03/2023	10574	1	105.25	0.00	105.25	0.00
					<u>0.00</u>	<u>105.25</u>	
Above paid on 30/04/2024 by Online Payment Ref N019							
N027 Navitas Desgin							
<i>April Maintenance</i>	01/04/2024	INV-31597	1	29.99	0.00	29.99	0.00
					<u>0.00</u>	<u>29.99</u>	
Above paid on 30/04/2024 by Online Payment Ref N027							
OLP Online Playgrounds							
<i>Play Area Maintenance</i>	28/03/2024	SIN057752	1	1,180.80	0.00	1,180.80	0.00
<i>Play Area Maintenance</i>	28/03/2024	SIN057753	1	922.80	0.00	922.80	0.00
					<u>0.00</u>	<u>2,103.60</u>	
Above paid on 30/04/2024 by Online Payment Ref OLP							
OMR Oxfordshire Motorcycle Rescue							
<i>Mower Repairs</i>	04/04/2024	3106	1	135.00	0.00	135.00	0.00
					<u>0.00</u>	<u>135.00</u>	
Above paid on 30/04/2024 by Online Payment Ref OMR							
OXAE Oxford Aerials Ltd							
<i>Projector service call out</i>	19/02/2024	24219RP3	1	102.00	0.00	102.00	0.00
					<u>0.00</u>	<u>102.00</u>	
Above paid on 30/04/2024 by Online Payment Ref OXAE							
Total Purchase Ledger Payments					<u>0.00</u>	<u>33,578.49</u>	

24/05/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A061							
Advanced Water Coolers Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 221	1	35.82	0.00	35.82	0.00
					0.00	35.82	
Above paid on 02/04/2024 by Electronic Payment Ref BACS							
Total Purchase Ledger Payments					0.00	35.82	

24/05/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AG							
A&G Security and Events Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 222	1	579.80	0.00	579.80	0.00
					0.00	579.80	
Above paid on 02/04/2024 by Electronic Payment Ref BACS 02/04							
Total Purchase Ledger Payments					0.00	579.80	

24/05/2024

Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMAZON BUS							
Amazon Business							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 223	1	413.26	0.00	413.26	0.00
					0.00	413.26	
Above paid on 02/04/2024 by Electronic Payment Ref BACS 02/04							
Total Purchase Ledger Payments					0.00	413.26	

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ASTRAL astral accountancy							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 224	1	144.00	0.00	144.00	0.00
					<u>0.00</u>	<u>144.00</u>	

Above paid on 02/04/2024 by Electronic Payment Ref BACS 02/04

BEAUTY Beauty & Bicester							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 225	1	210.00	0.00	210.00	0.00
					<u>0.00</u>	<u>210.00</u>	

Above paid on 02/04/2024 by Electronic Payment Ref BACS 02-04

C054 CMR Intech Limited							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 226	1	40.36	0.00	40.36	0.00
					<u>0.00</u>	<u>40.36</u>	

Above paid on 02/04/2024 by Electronic Payment Ref BACS 02.04

C41 Cherwell District Council							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 227	1	415.50	0.00	415.50	0.00
					<u>0.00</u>	<u>415.50</u>	

Above paid on 02/04/2024 by Electronic Payment Ref 20014559

J001 Joblings							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 228	1	377.89	0.00	377.89	0.00
					<u>0.00</u>	<u>377.89</u>	

Above paid on 02/04/2024 by Electronic Payment Ref 2024000066

N027 Navitas Desgin							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 229	1	29.99	0.00	29.99	0.00
					<u>0.00</u>	<u>29.99</u>	

Above paid on 02/04/2024 by Electronic Payment Ref 31531

ORI ORIGIN AMENITY SOLUTIONS LTD							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 230	1	590.38	0.00	590.38	0.00
					<u>0.00</u>	<u>590.38</u>	

Above paid on 02/04/2024 by Electronic Payment Ref OASI009696

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
P005 PHS Group Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 231	1	444.17	0.00	444.17	0.00
					<u>0.00</u>	<u>444.17</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS P005							
PARAGON paragon tool hire							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 232	1	7,415.76	0.00	7,415.76	0.00
					<u>0.00</u>	<u>7,415.76</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS PARAG							
PENINSULA Peninsula							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 233	1	202.12	0.00	202.12	0.00
					<u>0.00</u>	<u>202.12</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS PENIN							
RIO RIO WORKWEAR LTD							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 234	1	44.34	0.00	44.34	0.00
					<u>0.00</u>	<u>44.34</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS RIO							
SHAPE Shape HR Solutions							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 235	1	250.00	0.00	250.00	0.00
					<u>0.00</u>	<u>250.00</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS SHAPE							
T097 Tudor Environmental							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 236	1	186.61	0.00	186.61	0.00
					<u>0.00</u>	<u>186.61</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS T097							
W002 Washington House Occupational Health Ltd							
<i>P/Ledger Electronic Payment</i>	27/03/2024	ON ACC 237	1	598.74	0.00	598.74	0.00
					<u>0.00</u>	<u>598.74</u>	
Above paid on 02/04/2024 by Electronic Payment Ref BACS W002							
Total Purchase Ledger Payments					<u>0.00</u>	<u>10,949.86</u>	

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ACCESS Access First Aid Training							
<i>Easter Egg Hunt</i>	06/04/2024	2142	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 19/04/2024 by Online Payment Ref ACCESS							
B087 Barstows Stationery							
<i>Whitelands - Stationary</i>	07/03/2024	88173	1	53.38	0.00	53.38	0.00
					0.00	53.38	
Above paid on 19/04/2024 by Online Payment Ref B087							
BD1 Banbury Digital Ltd							
<i>Toshiba E-studio Photocopier</i>	28/03/2024	INV-2009	1	331.06	0.00	331.06	0.00
					0.00	331.06	
Above paid on 19/04/2024 by Online Payment Ref BD1							
C105 CleanGenieLtd							
<i>March Cleaning</i>	31/03/2024	6378	1	555.20	0.00	555.20	0.00
					0.00	555.20	
Above paid on 19/04/2024 by Online Payment Ref C105							
C41 Cherwell District Council							
<i>Utilities - Dec 23</i>	08/02/2024	20014112	1	7,329.30	0.00	7,329.30	0.00
<i>Utilities - Nov 23</i>	08/02/2024	20014113	1	7,177.75	0.00	7,177.75	0.00
<i>Utilities - Oct 23</i>	09/02/2024	20014133	1	4,834.51	0.00	4,834.51	0.00
<i>Utilities - Sep 23</i>	09/02/2024	20014134	1	3,227.78	0.00	3,227.78	0.00
<i>Utilities - Aug 23</i>	09/02/2024	20014135	1	2,745.98	0.00	2,745.98	0.00
<i>Utilities - Jul 23</i>	09/02/2024	20014136	1	2,648.03	0.00	2,648.03	0.00
<i>Utilities - Jun 23</i>	09/02/2024	20014137	1	2,795.92	0.00	2,795.92	0.00
<i>Utilities - May 23</i>	09/02/2024	20014138	1	3,727.90	0.00	3,727.90	0.00
<i>Utilities - April 23</i>	09/02/2024	20014139	1	5,380.24	0.00	5,380.24	0.00
<i>Utilities - Mar 23</i>	09/02/2024	20014140	1	6,150.13	0.00	6,150.13	0.00
<i>Utilities - Feb 23</i>	09/02/2024	20014141	1	5,439.71	0.00	5,439.71	0.00
<i>1/2 Year Dog Bin Emptying</i>	03/04/2024	20014900	1	6,184.46	0.00	6,184.46	0.00
<i>Annual Lease for 4 Play Areas</i>	03/04/2024	20014949	1	10.00	0.00	10.00	0.00

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Linked to Cashbook 1

Entered Month 1

by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Domestic Rates - Cemetery</i>	14/03/2024	INV.3016794	1	1,447.10	0.00	1,447.10	0.00
<i>Domestic Rates - Garth</i>	14/03/2024	INV.3084524	1	5,738.50	0.00	5,738.50	0.00
<i>Domestic Rates - Workshop</i>	14/03/2024	INV.3524383	1	3,942.10	0.00	3,942.10	0.00
<i>Domestic Rates - Whitelands</i>	14/03/2024	INV.3614565	1	13,847.25	0.00	13,847.25	0.00
					0.00	82,626.66	

Above paid on 19/04/2024 by Online Payment Ref C41

JUSTIN

Justin Bucknell Electrical

<i>Bandstand work</i>	28/03/2024	INV-7604	1	7,416.00	0.00	7,416.00	0.00
<i>Pingle Elec</i>	28/03/2024	INV-7605	1	2,376.00	0.00	2,376.00	0.00
					0.00	9,792.00	

Above paid on 19/04/2024 by Online Payment Ref JUSTIN

Total Purchase Ledger Payments	0.00	93,508.30
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Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B005 Telefonica O2 UK Ltd							
3 Phone Lines	29/02/2024	29014893	1	47.16	0.00	47.16	0.00
8 Phone Lines	29/02/2024	29022468	1	416.04	0.00	416.04	0.00
15 Phone Numbers	30/03/2024	29587592	1	415.56	0.00	415.56	0.00
3 Phone Numbers	30/03/2024	29600773	1	47.64	0.00	47.64	0.00
					0.00	926.40	
Above paid on 19/04/2024 by Online Payment Ref B005							
P005 PHS Group Ltd							
Sanitary Bins/Dust Mat	03/03/2024	70425233	1	1,718.68	0.00	1,718.68	0.00
Sanitary Bins - PF	03/03/2024	70425234	1	237.17	0.00	237.17	0.00
Sanitary Bins - SD	03/03/2024	70425235	1	237.17	0.00	237.17	0.00
Whitelands Service	03/03/2024	70425237	1	7,904.22	0.00	7,904.22	0.00
					0.00	10,097.24	
Above paid on 19/04/2024 by Online Payment Ref P005							
S005 Sam McGregor							
PR Easter Egg Hunt	25/03/2024	5060	1	75.00	0.00	75.00	0.00
					0.00	75.00	
Above paid on 19/04/2024 by Online Payment Ref S005							
T097 Tudor Environmental							
Line Marking	08/04/2024	IN0309963	1	250.41	0.00	250.41	0.00
					0.00	250.41	
Above paid on 19/04/2024 by Online Payment Ref T097							
TOOL Toolstation Ltd							
Milwaukee M12 Battery	12/03/2024	X01592869539	1	47.46	0.00	47.46	0.00
					0.00	47.46	
Above paid on 19/04/2024 by Online Payment Ref TOOL							
Z002 Zurich Municipal							
Insurance 2024/25	28/03/2024	532133523	1	22,450.51	0.00	22,450.51	0.00
					0.00	22,450.51	
Above paid on 19/04/2024 by Online Payment Ref Z002							
Total Purchase Ledger Payments						0.00	33,847.02

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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86 **86 Creative Print Ltd**

<i>Event Banners</i>	22/03/2024	INV-25023	1	438.72	0.00	438.72	0.00
					0.00	438.72	

Above paid on 26/04/2024 by Online Payment Ref 86

AMAZON BUS **Amazon Business**

<i>USB C Phone Charger</i>	21/04/2024	GB786653485-2024-151	1	37.96	0.00	37.96	0.00
					0.00	37.96	

Above paid on 26/04/2024 by Online Payment Ref AMAZONBUS

EURO **Eurooffice Ltd**

<i>Stationary - Garth</i>	18/04/2024	INV0004509061	1	643.81	0.00	643.81	0.00
					0.00	643.81	

Above paid on 26/04/2024 by Online Payment Ref EURO

FOR **FORTE ENTERTAINMENT LTD**

<i>Armed Forces Day 2024, Deposit</i>	11/03/2024	1071	1	1,825.00	0.00	1,825.00	0.00
<i>Outdoor Cinema, Deposit</i>	11/03/2024	1073	1	550.00	0.00	550.00	0.00
<i>Family Fun Day, Deposit</i>	11/03/2024	1075	1	825.00	0.00	825.00	0.00
<i>80's Night, Deposit</i>	11/03/2024	1077	1	2,200.00	0.00	2,200.00	0.00
<i>Christmas Trail, Deposit</i>	11/03/2024	1079	1	6,750.00	0.00	6,750.00	0.00
					0.00	12,150.00	

Above paid on 26/04/2024 by Online Payment Ref FOR

KB **The Kitchen & Bar at Whitelands Farm**

<i>CSWG Meeting</i>	22/04/2024	INV-612	1	87.00	0.00	87.00	0.00
					0.00	87.00	

Above paid on 26/04/2024 by Online Payment Ref KB

LGRC **Local Government Resource Centre**

<i>Locum RFO</i>	09/04/2024	1846	1	753.00	0.00	753.00	0.00
					0.00	753.00	

Above paid on 26/04/2024 by Online Payment Ref LGRC

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Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ORI	ORIGIN AMENITY SOLUTIONS LTD						
Wye Grass Seed	18/04/2024	OASI0102390	1	2,285.58	0.00	2,285.58	0.00
Line Marking	19/04/2024	OASI0102587	1	23.83	0.00	23.83	0.00
Wye Grass Seed	19/04/2024	OASI0102612	1	2,285.58	0.00	2,285.58	0.00
					0.00	4,594.99	

Above paid on 26/04/2024 by Online Payment Ref ORI

PENINSULA	Peninsula						
Health & Safety	18/04/2024	U004189230	1	202.12	0.00	202.12	0.00
					0.00	202.12	

Above paid on 26/04/2024 by Online Payment Ref PENINSULA

PO76	Pushstart Marketing						
Garth Gazette - May 2024	29/03/2024	INV-1537	1	6,420.00	0.00	6,420.00	0.00
					0.00	6,420.00	

Above paid on 26/04/2024 by Online Payment Ref PO76

SCG	Southern Communications Limited						
Office Phones	09/04/2024	45494/0734784	1	245.22	0.00	245.22	0.00
					0.00	245.22	

Above paid on 26/04/2024 by Online Payment Ref SCG

TOOL	Toolstation Ltd						
Play Area Maintenance	17/04/2024	XWW625401341	1	72.81	0.00	72.81	0.00
					0.00	72.81	

Above paid on 26/04/2024 by Online Payment Ref TOOL

Total Purchase Ledger Payments	0.00	25,645.63
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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O002 OALC							
<i>HR Legal Updates</i>	18/04/2024	4983	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 26/04/2024 by Online Payment Ref O002							
R012 Ridge & Partners LLP							
<i>New Offices</i>	28/02/2024	263519	1	4,200.00	0.00	4,200.00	0.00
					0.00	4,200.00	
Above paid on 26/04/2024 by Online Payment Ref R012							
RD R & D Catering Services							
<i>Buffet</i>	20/03/2024	000552	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 26/04/2024 by Online Payment Ref RD							
RIO RIO WORKWEAR LTD							
<i>Work Uniform</i>	19/04/2024	INV-8650	1	251.76	0.00	251.76	0.00
					0.00	251.76	
Above paid on 26/04/2024 by Online Payment Ref RIO							
T065 Turney - Groundforce							
<i>Trimax Repair</i>	17/04/2024	1106177	1	24.99	0.00	24.99	0.00
<i>Vehicle Maintenance</i>	19/04/2024	1106404	1	279.26	0.00	279.26	0.00
<i>Vehicle Maintenance</i>	19/04/2024	1106405	1	120.71	0.00	120.71	0.00
					0.00	424.96	
Above paid on 26/04/2024 by Online Payment Ref T065							
T097 Tudor Environmental							
<i>Cleaning Supplies - Pavilion's</i>	17/04/2024	IN0312084	1	562.14	0.00	562.14	0.00
<i>Pitch/Play Area</i>	17/04/2024	IN0312085	1	410.02	0.00	410.02	0.00
					0.00	972.16	
Above paid on 26/04/2024 by Online Payment Ref T097							
Total Purchase Ledger Payments					0.00	6,010.88	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EVER Everflow Ltd							
Water - May 2024	08/04/2024	3100298	1	1,174.49	0.00	1,174.49	0.00
					0.00	1,174.49	
Above paid on 16/04/2024 by Direct Debit B238685							
Total Purchase Ledger Payments					0.00	1,174.49	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SSE GAS							
SSE GAS							
<i>Garth - March</i>	08/04/2024	IV00660262	1	1,185.90	0.00	1,185.90	0.00
					0.00	1,185.90	
Above paid on 22/04/2024 by Direct Debit DD00380825							
SSE GAS							
SSE GAS							
<i>Sunderland - March</i>	08/04/2024	IV00660008	1	2,102.68	0.00	2,102.68	0.00
					0.00	2,102.68	
Above paid on 22/04/2024 by Direct Debit DD00380829							
SSE GAS							
SSE GAS							
<i>The Workshop - March</i>	09/04/2024	IV00682008	1	9.07	0.00	9.07	0.00
					0.00	9.07	
Above paid on 23/04/2024 by Direct Debit DD0384245							
WEX							
Wex Europe Services (UK) Limited							
<i>Fuel</i>	08/04/2024	GBW021634752	1	99.73	0.00	99.73	0.00
					0.00	99.73	
Above paid on 15/04/2024 by Direct Debit WEX/15/04							
WEX							
Wex Europe Services (UK) Limited							
<i>Fuel</i>	15/04/2024	GBW021640774	1	155.00	0.00	155.00	0.00
					0.00	155.00	
Above paid on 22/04/2024 by Direct Debit WEX/22/04							
WEX							
Wex Europe Services (UK) Limited							
<i>Fuel</i>	22/04/2024	GBW021648589	1	282.07	0.00	282.07	0.00
					0.00	282.07	
Above paid on 29/04/2024 by Direct Debit WEX/29/04							
Total Purchase Ledger Payments					0.00	3,834.45	

Linked to Cashbook 1

Entered Month 1
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OPUS		OPUS ENERGY LTD					
GH Out Building - Elec March	16/04/2024	43011930	1	75.48	0.00	75.48	0.00
Toilet Cemetery - Elec March	16/04/2024	43011931	1	65.76	0.00	65.76	0.00
Garth House - Elec March	16/04/2024	43011932	1	395.54	0.00	395.54	0.00
Garth Flat - March	16/04/2024	43011933	1	449.40	0.00	449.40	0.00
Outreach - March	16/04/2024	43011934	1	171.78	0.00	171.78	0.00
Stables - March	16/04/2024	43011935	1	230.48	0.00	230.48	0.00
Chapel - March	16/04/2024	43011936	1	68.82	0.00	68.82	0.00
Garages - March	16/04/2024	43011937	1	138.10	0.00	138.10	0.00
Sunderland - March	16/04/2024	43011938	1	144.48	0.00	144.48	0.00
Pingle - March	16/04/2024	43012002	1	1,210.12	0.00	1,210.12	0.00
Mess Room - March	16/04/2024	43012729	1	65.10	0.00	65.10	0.00
Bicester Fields - March	16/04/2024	43012732	1	1,203.63	0.00	1,203.63	0.00
						0.00	4,218.69

Above paid on 26/04/2024 by Direct Debit OPUS/26/04

Total Purchase Ledger Payments	0.00	4,218.69
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Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BT		BT					
Purchase Ledger DDR Payment	16/04/2024	ON ACC 241	1	0.00	0.00	52.74	-52.74
						0.00	52.74
Above paid on 16/04/2024 by Direct Debit 16/04/2024							
Total Purchase Ledger Payments						0.00	52.74

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List of Purchase Ledger Payments

User: HP

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Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024 Barclaycard Commercial 5476760594863261							
<i>Purchase Ledger DDR Payment</i>	17/04/2024	ON ACC 242	1	0.00	0.00	170.00	-170.00
						<u>0.00</u>	<u>170.00</u>
Above paid on 17/04/2024 by Direct Debit 17/04/2024							
Total Purchase Ledger Payments						<u>0.00</u>	<u>170.00</u>

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List of Purchase Ledger Payments

User: HP

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Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O029 Oxfordshire County Council							
<i>PAYMENT ERROR CORRECTION</i>	11/01/2023	3929950942 ERROR	1	-150.00	0.00	-150.00	0.00
23/05							
						<u>0.00</u>	<u>-150.00</u>
Above paid on 11/01/2023 by Electronic Payment Ref 3929950942							
Total Purchase Ledger Payments						<u>0.00</u>	<u>-150.00</u>

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List of Purchase Ledger Payments

User: HP

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Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O029 Oxfordshire County Council							
<i>CORRECTION OF NEGATIVE</i>	11/01/2023	3929950942 23/05	1	150.00	0.00	150.00	0.00
<i>PAYMENT</i>							
						<u>0.00</u>	<u>150.00</u>
Above paid on 11/01/2023 by Electronic Payment Ref 3929950942							
Total Purchase Ledger Payments						<u>0.00</u>	<u>150.00</u>

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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A061 Advanced Water Coolers Ltd

Office Water	07/05/2024	19919	1	28.66	0.00	28.66	0.00
					0.00	28.66	

Above paid on 16/05/2024 by Online Payment Ref A061

AMAZON BUS Amazon Business

Red/White Bunting	09/05/2024	GB130807881202417573	1	23.94	0.00	23.94	0.00
Water Treatment	07/05/2024	GB13650568120241461	1	16.95	0.00	16.95	0.00
Pond Treatment	09/05/2024	GB153881471202449464	1	29.99	0.00	29.99	0.00
ODT Phone Cases	23/02/2024	GB16758974152024100	1	34.29	0.00	34.29	0.00
D-Day 80th Flag	09/05/2024	GB2024200718332	1	13.96	0.00	13.96	0.00
Hilka Trolley Jack	07/05/2024	GB4HO8YABEY	1	46.99	0.00	46.99	0.00
					0.00	166.12	

Above paid on 16/05/2024 by Online Payment Ref AMAZONBUS

ASTRAL astral accountancy

Payroll Mar/April 2024	30/04/2024	7505	1	408.00	0.00	408.00	0.00
					0.00	408.00	

Above paid on 16/05/2024 by Online Payment Ref ASTRAL

B035 Bicester Print

Mayor Making Certificates	03/05/2024	BIC27340	1	3.74	0.00	3.74	0.00
					0.00	3.74	

Above paid on 16/05/2024 by Online Payment Ref B035

B087 Barstows Stationery

Whitelands - Toilet Roll	12/03/2024	88181	1	111.98	0.00	111.98	0.00
Whitelands - Stationary	09/04/2024	88325	1	333.42	0.00	333.42	0.00
Whitelands Stationary	02/05/2024	88429	1	81.53	0.00	81.53	0.00
					0.00	526.93	

Above paid on 16/05/2024 by Online Payment Ref B087

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List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BD1							
Banbury Digital Ltd							
<i>Toshiba E-Studio Printer</i>	03/05/2024	INV-2073	1	421.09	0.00	421.09	0.00
					0.00	421.09	
Above paid on 16/05/2024 by Online Payment Ref BD1							
BH							
B H Doors Service & Repairs							
<i>Whitelands</i>	01/05/2024	40590	1	441.00	0.00	441.00	0.00
					0.00	441.00	
Above paid on 16/05/2024 by Online Payment Ref BH							
Total Purchase Ledger Payments					0.00	1,995.54	

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHILMAN Chilman Fire & Security Ltd							
<i>Fire Safety</i>	18/04/2024	53728	1	843.94	0.00	843.94	0.00
					0.00	843.94	

Above paid on 16/05/2024 by Online Payment Ref CHILMAN

FOR	FORTE ENTERTAINMENT LTD						
<i>Purchase Ledger BACS Payment</i>	01/11/2023	ON ACC 239	1	-10,800.00	0.00	-5,000.00	-5,800.00
<i>Purchase Ledger BACS Payment</i>	29/02/2024	ON ACC 240	1	5,000.00	0.00	5,000.00	0.00
					0.00	0.00	

No payment due as Credit Notes have been applied

O029	Oxfordshire County Council						
<i>Pension Fine Oct 2022</i>	11/01/2023	3929950942	1	150.00	0.00	150.00	0.00
					0.00	150.00	

Above paid on 16/05/2024 by Online Payment Ref O029

R010	Rialtas Business Solutions Ltd						
<i>Omega Cashbook</i>	01/04/2024	SM28750	1	1,501.20	0.00	1,501.20	0.00
<i>Planning Software</i>	01/04/2024	SM28751	1	332.40	0.00	332.40	0.00
<i>Cemetery Software</i>	01/04/2024	SM28752	1	696.00	0.00	696.00	0.00
<i>Bookings Software</i>	01/04/2024	SM28754	1	532.80	0.00	532.80	0.00
<i>Tax Digital for VAT</i>	01/04/2024	SM28755	1	132.00	0.00	132.00	0.00
					0.00	3,194.40	

Above paid on 16/05/2024 by Online Payment Ref R010

R012	Ridge & Partners LLP						
<i>New Offices</i>	27/03/2024	265642	1	14,258.40	0.00	14,258.40	0.00
					0.00	14,258.40	

Above paid on 16/05/2024 by Online Payment Ref R012

S090	Savoir Fare Ltd						
<i>Working Lunch - OCC</i>	22/09/2023	INV-0108	1	142.35	0.00	142.35	0.00
<i>Staff Drinks - Light Trail</i>	18/12/2023	INV-0110	1	242.35	0.00	242.35	0.00
					0.00	384.70	

Above paid on 16/05/2024 by Online Payment Ref S090

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T028 Trysports Limited							
<i>Cadets Shield</i>	10/05/2024	4900	1	12.00	0.00	12.00	0.00
					<u>0.00</u>	<u>12.00</u>	
Above paid on 16/05/2024 by Online Payment Ref T028							
Total Purchase Ledger Payments					<u>0.00</u>	<u>18,843.44</u>	

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

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by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHILMAN Chilman Fire & Security Ltd							
<i>PAYMENT ERROR CORRECTION</i> <i>23/05</i>	18/04/2024	53728 ERROR	1	-843.94	0.00	-843.94	0.00
					<u>0.00</u>	<u>-843.94</u>	
Above paid on 16/05/2024 by Online Payment Ref CHILMAN							
Total Purchase Ledger Payments					<u>0.00</u>	<u>-843.94</u>	

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R010 Rialtas Business Solutions Ltd							
<i>PAYMENT ERROR CORRECTION</i> <i>23/05</i>	01/04/2024	SM28750 ERROR	1	-1,501.20	0.00	-1,501.20	0.00
					<u>0.00</u>	<u>-1,501.20</u>	
Above paid on 01/04/2024 by Electronic Payment Ref sm28750 er							
Total Purchase Ledger Payments					<u>0.00</u>	<u>-1,501.20</u>	

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Bicester Town Council

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 1
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O029 Oxfordshire County Council							
<i>PAYMENT ERROR CORRECTION</i> 23/05	11/01/2023	3929950942 B	1	-150.00	0.00	-150.00	0.00
					<u>0.00</u>	<u>-150.00</u>	
Above paid on 16/05/2024 by Electronic Payment Ref 3929950942							
Total Purchase Ledger Payments					<u>0.00</u>	<u>-150.00</u>	

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List of Purchase Ledger Payments

User: HP

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R010 Rialtas Business Solutions Ltd							
<i>PAYMENT ERROR CORRECTION</i> 23/05	01/04/2024	SM28751 ERROR	1	-332.40	0.00	-332.40	0.00
					<u>0.00</u>	<u>-332.40</u>	
Above paid on 16/05/2024 by Electronic Payment Ref SM28750ERR							
R010 Rialtas Business Solutions Ltd							
<i>PAYMENT ERROR CORRECTION</i> 23/05	01/04/2024	SM28752 ERROR	1	-696.00	0.00	-696.00	0.00
					<u>0.00</u>	<u>-696.00</u>	
Above paid on 16/05/2024 by Electronic Payment Ref SM28752							
R010 Rialtas Business Solutions Ltd							
<i>PAYMENT ERROR CORRECTION</i> 23/05	01/04/2024	SM28754 ERROR	1	-532.80	0.00	-532.80	0.00
					<u>0.00</u>	<u>-532.80</u>	
Above paid on 16/05/2024 by Electronic Payment Ref SM28754							
R010 Rialtas Business Solutions Ltd							
<i>PAYMENT ERROR CORRECTION</i> 23/05	01/04/2024	SM28755 ERROR	1	-132.00	0.00	-132.00	0.00
					<u>0.00</u>	<u>-132.00</u>	
Above paid on 16/05/2024 by Electronic Payment Ref SM28755							
Total Purchase Ledger Payments					<u>0.00</u>	<u>-1,693.20</u>	

Linked to Cashbook 1

Entered Month 2
by user HP

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R012		Ridge & Partners LLP					
PAYMENT ERROR CORRECTION 23/05	27/03/2024	265642 ERROR	1	-14,258.40	0.00	-14,258.40	0.00
					<u>0.00</u>	<u>-14,258.40</u>	
Above paid on 16/05/2024 by Electronic Payment Ref 265642							
S090		Savoir Fare Ltd					
PAYMENT ERROR CORRECTION 23/05	27/03/2024	INV-0108 ERROR	1	-142.35	0.00	-142.35	0.00
					<u>0.00</u>	<u>-142.35</u>	
Above paid on 16/05/2024 by Electronic Payment Ref INV0108							
S090		Savoir Fare Ltd					
PAYMENT ERROR CORRECTION 23/05	18/12/2023	INV-0110 ERROR	1	-242.35	0.00	-242.35	0.00
					<u>0.00</u>	<u>-242.35</u>	
Above paid on 16/05/2024 by Electronic Payment Ref INV0110							
Total Purchase Ledger Payments					<u>0.00</u>	<u>-14,643.10</u>	

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C054	CMR Intech Limited						
Veeam Backup May	02/05/2024	422875	1	153.60	0.00	153.60	0.00
WatchGuard AuthPoint - May	02/05/2024	422893	1	23.94	0.00	23.94	0.00
Microsoft 365 Business Basic	01/05/2024	422916	1	-33.12	0.00	-33.12	0.00
Microsoft 365 Business - May	01/05/2024	422917	1	-34.06	0.00	-34.06	0.00
Microsoft 365 Business Apr-May	02/05/2024	422918	1	35.28	0.00	35.28	0.00
					0.00	145.64	
Above paid on 23/05/2024 by Online Payment Ref C054							
CHILMAN	Chilman Fire & Security Ltd						
53728 correct payment	18/04/2024	53728 23/05	1	843.94	0.00	843.94	0.00
					0.00	843.94	
Above paid on 23/05/2024 by Online Payment Ref CHILMAN							
G007	Grundon Waste Management Ltd						
Cemetery Bin	30/04/2024	PSI-1058988	1	250.88	0.00	250.88	0.00
Compound Bins	30/04/2024	PSI-1058989	1	210.66	0.00	210.66	0.00
					0.00	461.54	
Above paid on 23/05/2024 by Online Payment Ref G007							
K001	Kompan Ltd						
SouthWold Play Area	08/05/2024	253720	1	106,216.78	0.00	106,216.78	0.00
					0.00	106,216.78	
Above paid on 23/05/2024 by Online Payment Ref K001							
L012	LEE WANLESS PLUMBING & HEATING LTD						
Pingle Field - Toilet	30/04/2024	14459	1	120.00	0.00	120.00	0.00
Nais House - Toilet	30/04/2024	14460	1	108.00	0.00	108.00	0.00
					0.00	228.00	
Above paid on 23/05/2024 by Online Payment Ref L012							
M050	Microshade Business Consultants Ltd						
Modern Gov	01/05/2024	19269	1	187.50	0.00	187.50	0.00
					0.00	187.50	
Above paid on 23/05/2024 by Online Payment Ref M050							

Continued over page

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
O029	Oxfordshire County Council						
<i>Pension Fine Oct. 2022</i>	11/01/2023	3929950942 25/3	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 23/05/2024 by Online Payment Ref O029							
P010	Travis Perkins Trading Co Ltd						
<i>TopSoil</i>	09/05/2024	3003AME445	1	156.00	0.00	156.00	0.00
					0.00	156.00	
Above paid on 23/05/2024 by Online Payment Ref P010							
Total Purchase Ledger Payments					0.00	108,389.40	

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R010	Rialtas Business Solutions Ltd						
<i>Y/End Close down</i>	30/04/2024	31682	1	1,112.88	0.00	1,112.88	0.00
<i>Omega cashbook</i>	01/04/2023	SM28750 23/05	1	1,501.20	0.00	1,501.20	0.00
<i>Planning software</i>	01/04/2023	SM28751 23/05	1	332.40	0.00	332.40	0.00
<i>Cemetery software</i>	01/04/2023	SM28753 23/05	1	696.00	0.00	696.00	0.00
<i>Bookings software</i>	01/04/2023	SM28754 23/05	1	532.80	0.00	532.80	0.00
<i>Tax digital for VAT</i>	01/04/2023	SM28755 23/05	1	132.00	0.00	132.00	0.00
					0.00	4,307.28	
Above paid on 23/05/2024 by Online Payment Ref R010							
R012	Ridge & Partners LLP						
<i>New offices</i>	27/03/2023	265642 23/5	1	14,258.40	0.00	14,258.40	0.00
					0.00	14,258.40	
Above paid on 23/05/2024 by Online Payment Ref R012							
S090	Savoir Fare Ltd						
<i>Staff drinks - light trail</i>	18/12/2022	0110	1	242.35	0.00	242.35	0.00
<i>Working lunch - OCC</i>	22/09/2022	INV 0108	1	142.35	0.00	142.35	0.00
<i>Easter Egg Drinks</i>	23/04/2024	INV-0111	1	32.80	0.00	32.80	0.00
					0.00	417.50	
Above paid on 23/05/2024 by Online Payment Ref S090							
SCG	Southern Communications Limited						
<i>Office Phones</i>	08/05/2024	45494/0751286	1	339.46	0.00	339.46	0.00
					0.00	339.46	
Above paid on 23/05/2024 by Online Payment Ref SCG							
T028	Trysports Limited						
<i>Cadets shield</i>	10/05/2023	4900 23/05	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 23/05/2024 by Online Payment Ref T028							

Continued over page

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user JC

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T097							
Tudor Environmental							
<i>H & S Equipment</i>	03/05/2024	IN0315781	1	287.94	0.00	287.94	0.00
					0.00	287.94	
Above paid on 23/05/2024 by Online Payment Ref T097							
Total Purchase Ledger Payments					0.00	19,622.58	

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

Aged Creditors

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

This report is a standing report to keep Councillors informed as to the Aged Creditors and the Officer will be available to answer any specific questions. The data shown is to 30th April 2024. The detailed report from the financial system will be tabled at the meeting.

2. Background

In order to monitor debts owed by the Council, the Aged Creditors report tracks how old each debt is and the value that is outstanding. Note that the age of the debt is taken from the invoice date – this may be some days or weeks before the invoice is received for processing by finance.

Any debts over 1 month old are prioritised in the payment run unless there is a query regarding that invoice and this is chased regularly until the issue has been resolved and the invoice can either be paid or a credit note has been received.

3. Illustration Table

Date	Value (less Vat)	Who	Age	Report
30/05/2018	£15,600.00	Cherwell	2162	5
23/11/2023	£957.95	Clearway	169	3
23/11/2023	£114.00	Clearway	169	3
20/12/2023	£171.00		132	3
20/12/2023	£114.00		132	3
01/02/2023	£897.00		89	2

5	5	Greater than 12 months	Available to pay in the next run.
4	0	Between 6 and 12 months	In dispute
3	0	Between 3 and 6 months	
2	2	Between 1 and 3 months	
1	0	Less than 1 month	

4. Investigation Findings

In the last meeting, Councillors **REQUESTED** the Responsible Finance Officer ask Cherwell District Council for a Statement of any outstanding invoice. Based on the outcome of the statement, Councillors will be asked to **APPROVE** one of the following three options:

- i. Record the cost as a creditor on the Balance Sheet for 7 years per date of the debt.
- ii. Write off the consolidated creditor.
- iii. Pay the invoice if it appears on the statement.
- iv. Contest the invoice if it appears on the statement relating to the Sheep Street bollards.

The Responsible Finance Officer is still waiting for a response and will chase.

5. Recommendation

In addition to Financial Regulation 5.2, the committee is asked to **NOTE** the Aged Creditors as of 30th April 2024.

BICESTER TOWN COUNCIL FINANCE COMMITTEE

Tuesday 4th June 2024

Aged Debtors

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool – helen.pool@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. However, due to year end and Internal Audit, chasing has not taken place the last 3 weeks. These will be chased as a priority.

We also have invoices to the value of £25.00 for sponsors for the Christmas Lights x 12 dating 28/02/2024 that will be chased that are not on the below graph.

3. Illustration Table

Date	Value (less Vat)	Who	Age	Report
02/03/2023	700	ROUND TABLE	419	5
11/05/2023	3300	CHOOI	349	5
31/05/2023	1500	REGISTRAR	329	5
31/05/2023	80.33	CDC	246	4
01/06/2023	5100	CAB	328	4
16/06/2023	350	ROUND TABLE	230	4
19/06/2023	250	OALC	292	4
07/07/2023	200	DL HANCOCK	292	4
01/10/2023	1100.67	SAVOIR	206	4
01/12/2023	6328.90	SAVOIR	145	4
28/02/2024	200	Burger Van	56	2
28/02/2024	200	NALAS COFFEE	56	2
31/03/2024	21,000	RUFC	28	1
31/03/2023	844.20	BIC ACHIEVERS	28	1

31/03/2024	150	BIC MORTGAGE	28	1
31/03/2024	1550	BIC TENNIS	28	1

5	3	Greater than 12 months
4	7	Between 6 and 12 months
3	0	Between 3 and 6 months
2	4	Between 1 and 3 months
1	3	Less than 1 month

	Now paid or cleared
	Qtr or Annual install
	Active chasing

The RFO needs to chase the outstanding amounts.

4. Recommendation

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

BICESTER TOWN COUNCIL FINANCE COMMITTEE

Tuesday 4th June 2024

Year End Accounts 23/24

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Background

- 1.1 The year end income and expenditure account is attached at Appendix 1.
- 1.2 The total income for the year was £2,220,228 of which £1,765,879 was precept.
- 1.3 The total expenditure for the year was £2,069,250 which includes net spend from earmarked reserves of £177,045.
- 1.4 The overspend for the year is £150,977 before movement to reserves is accounted for. There is a recommendation later in the agenda to move £ to reserves.
- 1.5 The general reserve which would then stand at £810,110 (being between 40 – 50% precept in line with good practices).
- 1.6 Variances greater than 15% and more than £500 compared to last year are commented on in Appendix 2.

2. Recommendation

The Committee is **RECOMMENDED** to **APPROVE** the Income & Expenditure account for the year ended 31st March 2024.

29/05/2024

Bicester Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	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	3,180	0	(3,180)			0.0%
1014 Inc-Miscellaneous	91	20	0	(20)			0.0%
Civic and Democratic :- Income	498	3,200	0	(3,200)			
4031 Modern Gov	8,300	9,405	9,000	(405)		(405)	104.5%
4099 Miscellaneous Expences	800	0	0	0		0	0.0%
4150 Mayor's Expenses	1,750	1,750	1,750	0		0	100.0%
4159 Elections	0	11,594	3,000	(8,594)		(8,594)	386.5%
4160 Civic Expenses	11,783	3,102	2,000	(1,102)		(1,102)	155.1%
4161 Civic Mayor Making	0	1,497	1,100	(397)		(397)	136.1%
4162 Civic Flag Raising	0	360	900	540		540	40.0%
4163 Civic Service & Parade	0	3,370	3,800	430		430	88.7%
4164 Civic Remembrance	0	2,910	3,200	290		290	90.9%
4209 Member's Allowances	13,736	14,241	14,000	(241)		(241)	101.7%
4210 Mayor's fundraising expences	961	11,349	0	(11,349)		(11,349)	0.0%
Civic and Democratic :- Indirect Expenditure	37,331	59,578	38,750	(20,828)	0	(20,828)	153.7%
Net Income over Expenditure	(36,833)	(56,378)	(38,750)	17,628			
105 Central Services							
1014 Inc-Miscellaneous	0	1,099	0	(1,099)			0.0%
Central Services :- Income	0	1,099	0	(1,099)			
4000 Salaries	153,408	161,076	183,000	21,924		21,924	88.0%
4001 Ers National Insurance	15,248	15,348	20,000	4,652		4,652	76.7%
4002 Ers Pension	32,134	34,722	35,000	278		278	99.2%
4003 Temporary Staff	10,792	59,922	2,500	(57,422)		(57,422)	2396.9%
4009 Staff Travel	0	0	250	250		250	0.0%
4015 Health and Safety	2,292	2,374	2,000	(374)		(374)	118.7%
4020 Mobile Phones	929	890	600	(290)		(290)	148.3%
4021 Office Phones	2,437	3,027	2,000	(1,027)		(1,027)	151.4%
4022 Post	394	0	0	0		0	0.0%
4023 Stationery	1,692	2,516	2,400	(116)		(116)	104.8%
4024 Subscriptions	6,188	8,843	4,500	(4,343)		(4,343)	196.5%
4025 Insurance	18,970	21,438	25,000	3,562		3,562	85.8%
4027 Ref. Booksand Publications	0	0	150	150		150	0.0%
4032 Recruitment Advertising	753	129	300	171		171	43.0%
4033 Office Expenses	1,323	1,114	1,200	86		86	92.8%
4034 Computer Support	30,944	27,979	29,100	1,121		1,121	96.1%
4038 Furniture & Furnishing	0	0	0	(0)		(0)	0.0%
4040 Website	613	435	1,300	865		865	33.5%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4041 Photocopier	1,050	0	0	0		0	0.0%
4055 Press & PR	1,500	(110)	2,750	2,860		2,860	(4.0%)
4056 Legal and Professional Fees	4,778	19,091	10,000	(9,091)		(9,091)	190.9%
4057 Audit Fees	2,415	2,674	4,000	1,326		1,326	66.8%
4058 Accountancy & Payroll	5,021	2,707	6,500	3,793		3,793	41.6%
4070 Training & Conferences	6,290	8,151	7,500	(651)		(651)	108.7%
4097 HR	1,180	240	5,400	5,160		5,160	4.4%
4099 Miscellaneous Expences	0	(1)	0	1		1	0.0%
4169 Newsletter	15,000	15,000	15,000	0		0	100.0%
Central Services :- Indirect Expenditure	315,351	387,564	360,450	(27,114)	0	(27,114)	107.5%

Net Income over Expenditure **(315,351)** **(386,465)** **(360,450)** **26,015**

<u>106</u> <u>Garth House</u>							
1001 Inc-Nais House	4,000	5,600	4,800	(800)			116.7%
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	1,009	3,000	1,991			33.6%
Garth House :- Income	9,858	12,109	13,300	1,191			91.0%
4004 Cleaning Contract	5,145	5,797	4,000	(1,797)		(1,797)	144.9%
4011 Rates	5,364	7,633	24,000	16,367		16,367	31.8%
4012 Water Charges	31	(73)	300	373		373	(24.2%)
4013 Gas	1,147	1,719	2,000	281		281	86.0%
4014 Electric	1,650	3,913	2,500	(1,413)		(1,413)	156.5%
4017 Cleaning Materials	15	727	100	(627)		(627)	727.4%
4036 Grounds & Buildings Mtce	7,678	2,384	5,000	2,616		2,616	47.7%
4039 Waste Removal	1,222	2,734	1,250	(1,484)		(1,484)	218.7%
4130 Building Security	1,155	360	1,500	1,140		1,140	24.0%
4203 Window Cleaning	735	245	1,200	955		955	20.4%
Garth House :- Indirect Expenditure	24,142	25,440	41,850	16,410	0	16,410	60.8%

Net Income over Expenditure **(14,284)** **(13,330)** **(28,550)** **(15,220)**

<u>107</u> <u>Garth Lodge</u>							
1006 Inc-Garth Lodge	12,871	9,548	13,200	3,652			72.3%
Garth Lodge :- Income	12,871	9,548	13,200	3,652			72.3%
4052 Garth Lodge Costs	1,320	1,365	2,500	1,135		1,135	54.6%
4130 Building Security	0	1,080	0	(1,080)		(1,080)	0.0%
Garth Lodge :- Indirect Expenditure	1,320	2,445	2,500	55	0	55	97.8%

Net Income over Expenditure **11,551** **7,103** **10,700** **3,597**

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
108 Corporate Finance							
1014 Inc-Miscellaneous	0	5,077	0	(5,077)			0.0%
1076 Inc-Precept	1,684,269	1,765,879	1,717,954	(47,925)			102.8%
1096 Inc-Interest Received	40,492	128,563	3,000	(125,563)			4285.4%
Corporate Finance :- Income	1,724,761	1,899,520	1,720,954	(178,566)			110.4%
4059 Bank Charges	1,773	2,077	2,000	(77)		(77)	103.8%
4099 Miscellaneous Expences	0	278	0	(278)		(278)	0.0%
4306 Loan Repayments	10,661	10,473	11,000	527		527	95.2%
Corporate Finance :- Indirect Expenditure	12,434	12,827	13,000	173	0	173	98.7%
Net Income over Expenditure	1,712,326	1,886,692	1,707,954	(178,738)			
109 Community Support							
4060 CAB	8,250	0	8,250	8,250		8,250	0.0%
4061 Grants to Voluntary Org.	21,048	11,962	22,000	10,038		10,038	54.4%
4062 Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%
4064 OYAP	12,000	9,000	12,000	3,000		3,000	75.0%
4065 TVP Crime Partnership	3,600	3,600	3,600	0		0	100.0%
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	34,562	86,750	52,188	0	52,188	39.8%
Net Expenditure	(54,898)	(34,562)	(86,750)	(52,188)			
110 Projects							
1019 Inc-Grants Received	27,670	2,022	0	(2,022)			0.0%
Projects :- Income	27,670	2,022	0	(2,022)			
4100 Purchase New Machinery	0	0	9,300	9,300		9,300	0.0%
4300 New Computer Equipment	8,709	10,384	7,000	(3,384)		(3,384)	148.3%
4301 Garth House Redevelopment	4,781	13,885	35,000	21,115		21,115	39.7%
4305 New Cemetery	0	0	16,517	16,517		16,517	0.0%
4312 Asset Maintenance	77	3,693	60,000	56,307		56,307	6.2%
4313 Play Area/Open Space Inv.	803	2,567	80,000	77,433		77,433	3.2%
4314 Town Centre	27,915	0	25,000	25,000		25,000	0.0%
4315 Containing Outbreak Management	0	(23,851)	0	23,851		23,851	0.0%
Projects :- Indirect Expenditure	42,284	6,678	232,817	226,139	0	226,139	2.9%
Net Income over Expenditure	(14,614)	(4,656)	(232,817)	(228,161)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Environmental Services							
4000 Salaries	197,104	216,340	270,000	53,660		53,660	80.1%
4001 Ers National Insurance	17,174	16,169	27,000	10,831		10,831	59.9%
4002 Ers Pension	42,792	46,837	58,000	11,163		11,163	80.8%
4003 Temporary Staff	42,745	20,842	6,500	(14,342)		(14,342)	320.7%
4016 Uniform & PPE	1,603	700	1,400	700		700	50.0%
4020 Mobile Phones	2,302	2,518	3,000	482		482	83.9%
4036 Grounds & Buildings Mtce	0	0	0	(0)		(0)	0.0%
4042 Maintenance Machinery	5,139	8,039	7,000	(1,039)		(1,039)	114.8%
4044 Petrol,Oil & Gas	5,313	5,821	6,000	179		179	97.0%
4045 Tools	1,037	1,696	1,000	(696)		(696)	169.6%
4178 Vehicle Maintenance	4,001	4,537	3,000	(1,537)	230	(1,767)	158.9%
Environmental Services :- Indirect Expenditure	319,210	323,500	382,900	59,400	230	59,170	84.5%
Net Expenditure	(319,210)	(323,500)	(382,900)	(59,400)			
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	2,592	2,500	(92)			103.7%
1039 Inc-Bicester Fields Pitches	793	674	0	(674)			0.0%
1040 Inc-Keble Rd Pitches	800	667	0	(667)			0.0%
Open Spaces :- Income	4,864	48,849	2,500	(46,349)			1954.0%
4036 Grounds & Buildings Mtce	0	(4,850)	0	4,850		4,850	0.0%
4037 Pavilion Maintenance	0	670	0	(670)		(670)	0.0%
4045 Tools	0	(670)	0	670		670	0.0%
4048 Vertidrainning of Pitches (FA G	0	28,079	0	(28,079)		(28,079)	0.0%
4126 Lease of Open Spaces	10	427	21	(406)		(406)	2031.0%
4154 Tree Maintenance	16,918	0	40,000	40,000		40,000	0.0%
4175 Maintenance of Open Spaces	11,617	13,562	14,500	938		938	93.5%
4190 Parks and Garden Contract	285,063	494,339	330,000	(164,339)		(164,339)	149.8%
4204 Pest Control	77	163	250	87		87	65.2%
Open Spaces :- Indirect Expenditure	313,686	531,719	384,771	(146,948)	0	(146,948)	138.2%
Net Income over Expenditure	(308,822)	(482,870)	(382,271)	100,599			
305 Pingle Field							
1028 Inc-Pavilions/Pitches	4,959	5,790	5,000	(790)			115.8%
Pingle Field :- Income	4,959	5,790	5,000	(790)			115.8%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water Charges	1,812	6,483	900	(5,583)		(5,583)	720.3%
4014 Electric	6,526	6,666	7,000	334		334	95.2%
4017 Cleaning Materials	0	85	300	215		215	28.4%
4036 Grounds & Buildings Mtce	661	4,320	4,700	380		380	91.9%
4039 Waste Removal	231	215	230	16		16	93.3%
4130 Building Security	450	823	1,500	677		677	54.9%

Pingle Field :- Indirect Expenditure **9,681** **18,592** **14,630** **(3,962)** **0** **(3,962)** **127.1%**

Net Income over Expenditure **(4,722)** **(12,802)** **(9,630)** **3,172**

306 Sunderland Drive

1028 Inc-Pavilions/Pitches	764	848	2,000	1,152			42.4%
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Sunderland Drive :- Income **764** **848** **2,000** **1,152** **42.4%**

4012 Water Charges	1,072	217	900	683		683	24.1%
4013 Gas	1,201	875	800	(75)		(75)	109.4%
4014 Electric	100	374	1,000	626		626	37.4%
4017 Cleaning Materials	0	85	100	15		15	85.3%
4036 Grounds & Buildings Mtce	3,102	2,769	12,500	9,731		9,731	22.2%
4039 Waste Removal	231	215	250	36		36	85.8%
4130 Building Security	450	688	1,000	312		312	68.8%

Sunderland Drive :- Indirect Expenditure **6,156** **5,222** **16,550** **11,328** **0** **11,328** **31.6%**

Net Income over Expenditure **(5,392)** **(4,374)** **(14,550)** **(10,176)**

307 Bicester Field

1028 Inc-Pavilions/Pitches	1,446	454	1,700	1,246			26.7%
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Bicester Field :- Income **1,446** **454** **1,700** **1,246** **26.7%**

4012 Water Charges	1,258	1,517	850	(667)		(667)	178.4%
4014 Electric	2,996	7,718	7,000	(718)		(718)	110.3%
4017 Cleaning Materials	0	85	200	115		115	42.6%
4023 Stationery	0	13	0	(13)		(13)	0.0%
4036 Grounds & Buildings Mtce	1,636	237	1,000	763		763	23.7%
4039 Waste Removal	231	412	250	(162)		(162)	164.9%
4099 Miscellaneous Expences	0	(0)	0	0		0	0.0%
4130 Building Security	450	658	500	(158)		(158)	131.6%

Bicester Field :- Indirect Expenditure **6,571** **10,640** **9,800** **(840)** **0** **(840)** **108.6%**

Net Income over Expenditure **(5,125)** **(10,186)** **(8,100)** **2,086**

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
308 Whitelands Sports Village							
1014 Inc-Miscellaneous	0	1,802	30,000	28,198			6.0%
1017 Inc-Whitelands room hire	1,500	4,035	0	(4,035)			0.0%
1025 Inc-Rugby Club	0	21,000	21,000	0			100.0%
1026 Inc-ACE Academy	0	5,000	10,000	5,000			50.0%
1027 Inc-OX RTC	0	5,660	12,500	6,840			45.3%
1028 Inc-Pavilions/Pitches	44,872	93,506	0	(93,506)			0.0%
Whitelands Sports Village :- Income	46,372	131,004	73,500	(57,504)			178.2%
4000 Salaries	31,390	142,084	120,000	(22,084)		(22,084)	118.4%
4001 Ers National Insurance	1,080	10,739	7,000	(3,739)		(3,739)	153.4%
4002 Ers Pension	3,670	29,853	26,000	(3,853)		(3,853)	114.8%
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	1,023	1,000	(23)		(23)	102.3%
4013 Gas	0	0	2,000	2,000		2,000	0.0%
4014 Electric	0	60,090	8,000	(52,090)		(52,090)	751.1%
4015 Health and Safety	0	1,979	0	(1,979)		(1,979)	0.0%
4016 Uniform & PPE	0	688	2,500	1,812		1,812	27.5%
4017 Cleaning Materials	0	760	2,000	1,240		1,240	38.0%
4020 Mobile Phones	0	0	1,000	1,000		1,000	0.0%
4021 Office Phones	0	248	0	(248)		(248)	0.0%
4036 Grounds & Buildings Mtce	0	7,302	5,000	(2,302)		(2,302)	146.0%
4039 Waste Removal	2,281	6,033	2,500	(3,533)		(3,533)	241.3%
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%
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	292,107	276,000	(16,107)	0	(16,107)	105.8%
Net Income over Expenditure	(69,807)	(161,103)	(202,500)	(41,397)			
401 Garth Park							
1003 Inc-Garth Stables	6,300	6,600	6,300	(300)			104.8%
1004 Inc-Garth Garage & Yard	4,320	0	4,320	4,320			0.0%
1008 Inc-Bowls Club	1,556	1,478	1,400	(78)			105.6%
1009 Inc-Tennis Club	1,450	1,550	1,550	0			100.0%
1014 Inc-Miscellaneous	142	0	0	0			0.0%
1015 Inc Garth Park Cafe	19,428	21,096	18,800	(2,296)			112.2%
Garth Park :- Income	33,195	30,724	32,370	1,646			94.9%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	28	400	372		372	6.9%
4013 Gas	147	0	300	300		300	0.0%
4014 Electric	1,119	1,491	2,000	509		509	74.5%
4036 Grounds & Buildings Mtce	5,915	6,594	10,000	3,406		3,406	65.9%
4039 Waste Removal	5,873	4,401	10,000	5,599		5,599	44.0%
4046 Horticultural Supplies	2,811	3,973	5,000	1,027		1,027	79.5%
4050 Maintenance Bowls Club	687	992	2,000	1,009		1,009	49.6%
4129 Garth Park Toilets	10,250	10,250	0	(10,250)		(10,250)	0.0%
4130 Building Security	0	0	4,000	4,000		4,000	0.0%
Garth Park :- Indirect Expenditure	27,131	27,728	48,625	20,897	0	20,897	57.0%
Net Income over Expenditure	6,064	2,997	(16,255)	(19,252)			
402 Play Areas							
4123 Maintenance Play Areas	11,835	5,214	12,000	6,786		6,786	43.5%
4180 ROSPA Inspections	2,995	3,900	3,000	(900)		(900)	130.0%
Play Areas :- Indirect Expenditure	14,830	9,114	15,000	5,886	0	5,886	60.8%
Net Expenditure	(14,830)	(9,114)	(15,000)	(5,886)			
404 Allotments							
1011 Inc-Allotments	7,423	8,232	7,000	(1,232)			117.6%
Allotments :- Income	7,423	8,232	7,000	(1,232)			117.6%
4012 Water Charges	545	152	300	148		148	50.5%
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	865	3,631	2,766	0	2,766	23.8%
Net Income over Expenditure	5,322	7,368	3,369	(3,999)			
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	700	7,500	6,800			9.3%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1050 Chistmas Lights Trail	40,076	40,142	75,000	34,858			53.5%
1051 Inc-Food Festival	708	(83)	0	83			0.0%
Town Council Events :- Income	77,904	60,570	100,600	40,030			60.2%
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	10,756	7,500	(3,256)		(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	14,310	10,500	(3,810)		(3,810)	136.3%
4158 Christmas Lights Trail	86,432	78,116	85,000	6,884		6,884	91.9%
Town Council Events :- Indirect Expenditure	141,873	127,631	142,000	14,369	0	14,369	89.9%
Net Income over Expenditure	(63,969)	(67,061)	(41,400)	25,661			
<u>601 Cemetery</u>							
1020 Inc-Cemetery	12,691	6,259	5,000	(1,259)			125.2%
Cemetery :- Income	12,691	6,259	5,000	(1,259)			125.2%
4011 Rates	2,221	724	4,450	3,726		3,726	16.3%
4012 Water Charges	160	633	400	(233)		(233)	158.4%
4014 Electric	197	288	150	(138)		(138)	192.3%
4036 Grounds & Buildings Mtce	0	125	250	125		125	50.0%
4039 Waste Removal	2,829	2,049	4,000	1,951		1,951	51.2%
Cemetery :- Indirect Expenditure	5,406	3,819	9,250	5,431	0	5,431	41.3%
Net Income over Expenditure	7,285	2,440	(4,250)	(6,690)			
<u>801 Street Scene</u>							
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	9,165	17,850	8,686		8,686	51.3%
Street Scene :- Indirect Expenditure	47,355	12,177	59,850	47,673	0	47,673	20.3%
Net Expenditure	(47,355)	(12,177)	(59,850)	(47,673)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	71,474	465,767	394,293		394,293	15.3%
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		212,791	8.9%
9016 Town Centre	0	0	105,250	105,250		105,250	0.0%
9020 BTC Premises	150,853	68,933	996,972	928,039		928,039	6.9%
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	177,045	3,220,355	3,043,310	0	3,043,310	5.5%
Net Expenditure	(495,429)	(177,045)	(3,220,355)	(3,043,310)			
Grand Totals:- Income	1,965,275	2,220,228	1,977,124	(243,104)			112.3%
Expenditure	1,993,368	2,069,250	5,359,479	3,290,229	230	3,289,999	38.6%
Net Income over Expenditure	(28,093)	150,977	(3,382,355)	(3,533,332)			
Movement to/(from) Gen Reserve	(28,093)	150,977					

Variance 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%	Cost of elections
105	Central Services						
1014	Inc- Miscellaneous		1,099	0	0		Misallocation of income – Journal completed May 23
4003	Temporary Staff	10,792	59,922	2,500	(57,422)	2396.9%	Cost of temporary staff to cover the RFO role
4021	Office Phones	2,437	3,027	2000	(1,027)	151.4%	Additional phones purchased for new staff
4024	Subscriptions	6,188	8,843	4,500	(4,343)	196.5%	Overspend generated by the increased cost of ModGov
4056	Legal and Professional Fees	4,778	19,091	10,000	(9,091)	190.9%	Greater use of legal services than planned.
4070	Training & Conferences	6,290	8151	7,500	(651)	108.7%	Additional new staff, on-board training.
106	Garth House						
1010	Income – Garth Lettings	348	1,009	3,000	1,991	33.6%	Casual lettings income below that budgeted for both this year and last
4004	Cleaning Contract	5,145	5,797	4,000	(1,797)	144.9%	Cleaning contract, incorrect allocation, offset by 308/4011
4039	Waste Removal	1,222	2,734	1,250	(1,484)	218.7%	Under budgeted
4014	Electricity	1,650	3,913	2,500	(1,413)	156.5%	Increase in cost of electricity, under-budgeted
108	Corporate Finance						
1014	Inc-Miscellaneous	0	5077	0	(5077)	0.0%	Ace Academy incorrectly allocated
1076	Inc - Precept	1,684,269	1,765,879	1,717,954	(47,925)	102.8%	Budget figure inserted in budget was not the amount in the requested Precept
1096	Interest Received	40,492	128,563	3,000	(125,563)	4285.4%	Interest and dividends on investment significantly higher than anticipated in the budget.
110	Projects						

4300	New Computer Equipment	8,709	10,384	7,000	(3,384)	148.3%	New equipment purchased for new staff.
300	Environmental Services						
4003	Temporary Staff	42,745	20,842	6,500	(14,342)	320.7%	Cover staff vacancies, offset by 300/4000 by underspend against salary
4042	Mtce Machinery	5,139	8,039	7,000	(1,039)	114.8%	There has been significant breakdown of machinery this year
4178	Vehicle Mtce	4,001	4,537	3,000	(1,537)	158.9%	Level of maintenance required, not budgeted for.
301	Open Spaces						
1019	Inc-Grants Received	0	31,252	0	(31,252)	0.0%	Funding for Vertidrain (Oxon FA Grant)
4048	Vertidrain of Pitches	0	28,079	0	(28,079)	0.0%	Vertidrain costs (Oxon FA Grant)
4190	Parks and Garden Contract	285,063	494,339	330,000	(164,339)	149.8%	Charges from CDC exceed budget.
305	Pingle Field						
4012	Water charges	1,812	6,483	900	(5,583)	720.3%	Water charges not allocated correctly, cost of water has increased
308	Whitelands Sports Village						
1028	Inc-Pavillions/Pitches	44,872	93,506	0	(93,506)	0.0%	Income not budgeted for.
4000	Salaries	31,390	142,084	120,000	(22,084)	118.4%	Offset by 105/4000, incorrect staff allocation
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 indicated
4014	Electric	0	17,209	8,000	(9,209)	215.1%	CDC Utility charges for Whitelands, unknown cost at the start of the year.
4015	Health and Safety	0	1,979	0	(1,979)	0.0%	No budget for 2023/24
4036	Grounds & Buildings Maintenance	0	7,302	5,000	(2,302)	146.0%	Maintenance costs greater than budgeted
4039	Waste Removal	2,281	6,033	2,500	(3,533)	241.3%	Costs higher than budgeted.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

General & Earmarked Reserves

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Helen Pool – Responsible Financial Officer

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 The Council needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves¹ annually.
- 1.2 General Reserves may be used as working capital or to meet known expenditure and risk mitigation; Earmarked Reserves are maintained to meet the costs of planned future projects and activities.
- 1.3 As a matter of policy the Town Council has, in recent years aimed to maintain its General Reserve at a level of 40-50% of precept. Currently the General Reserve for 2023/24 is 45.88% of the 2023/24 precept and maintaining this level would imply a General Reserve of £810,110 for the financial year 2024/25.

2. Recommendation

2.1 Committee is asked to:

- **AGREE** that the General Reserve be maintained at a level of £810,110 for this purpose;
- **AGREE** that £307,921 be added to earmarked reserves and allocated as outlined in the attachment to this report.
- **RECOMMEND** the two items above to Full Council on 24th June 2024 for approval.

¹ Page 9 Para 1.13 Joint Panel on Accountability and Governance Practitioners' Guide March 2024 pub NALC

Bicester Town Council
Earmarked Reserves 31st March 2024

1st April 2023	Used to Fund Expenditure	From General Fund	Reserve Transfer	31st March 2024	
£31,776	£12,799			£18,977	May 2023 Town Council elections
					Play area refurbishments for summer '24 including £90,000 Holm/Southwold, further play area inspections being scheduled.
£465,767	£71,474	£200,000		£594,293	
£257,000	£0			£257,000	
£233,659	£20,868			£212,791	
£105,250	£0			£105,250	District Council regeneration scheme
					Garth Park cost options study quoted between £1.8m and £2.4m for redevelopment
£996,972	£68,933			£928,039	
£10,000	£0			£10,000	Youth council community programme
£734,064	£0	£84,070		£818,134	New cemetery estimated in excess of £1m
£306,167	£2,971			£303,196	Capital programme new asset gained in September '22
£30,100	£0			£30,100	Community organisations and twin town refugee support
£49,600		£10,000		£59,600	3G pitch 10 year maintenance schedule
£3,220,355	£177,045	£294,070	£0	£3,337,380	

9007 Community and Elections

9011 Play Areas And Open Space Investment
 9013 Equipment Replacement and Maintenance
 9014 Green Infrastructure

9016 Town Centre

9020 BTC Premises

9021 Youth Initiatives

9039 Burial Ground Provision

9042 Sports Village Contribution

9044 Partnership

9046 Sports Village Sinking Fund

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

Internal Auditor Report

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: 01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

1.1 In accordance with Financial Regulations 2.5, the internal auditor conducted the Final Internal Audit 22nd May 2024. In accordance with 2.10, the report from this audit is brought to the attention of this committee (appendix 1).

1.2 Officers are pleased to note the reports findings summarised in the below excerpt (pg.1):

‘It is therefore our opinion that the systems and internal procedures at Bicester Town Council are well established and followed.’

2. Recommendation

The Committee is asked to **NOTE** the contents of the Internal Audit and to **RECOMMEND** the Final Internal Audit with Statement of Accounts to Full Council the 24th June 2024.



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Our Ref: MARK/BIC001

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

22nd May 2024

Dear Helen,

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

Executive summary

Following completion of our year-end internal audit on the 22nd of May 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit reports issued following our interim audit on the 14th of November. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

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

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

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

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

Regulation

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

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

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

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

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

Engagement Letter

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

Planning and inherent risk assessment

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

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

Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website <https://www.bicester.gov.uk/>

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Interim Audit - Points Carried Forward

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.	Completed
	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.	Completed
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.	Noted
	<i>Confirm by sample testing that councillors sign statutory office forms.</i> 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 as soon as possible.	Completed
	<i>Confirm that the Council meets regularly throughout the year.</i> 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.	Completed
	<i>Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.</i> 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.	Completed
	<i>Check that the council's Financial Regulations are being routinely followed.</i> 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 references as this type of expenditure will always attract interest.	completed On-going

	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.	completed
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.	Completed On-going
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.	On-going
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.	Completed
PAYROLL	I was unable to verify the PAYE payments to government gateway account, I will check this at the year end.	Completed
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.	On-going
Transparency	Expenditure exceeding £500 - On the web site up to July 2023 – these need updating	On-going
Transparency	Procurement information - On the web site up to November 2020 - – these need updating	On-going

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

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

Further to the testing conducted at the interim audit, I reviewed the March council minutes and noted the approval of February income and expenditure, bank reconciliations, reserves and other financial matters. I am under no doubt council has the proper opportunity to review and understand financial matters and continues to approve payments in accordance with financial regulations.

We note the council has rescinded its use of the General Power of Competence and as such is reminded that it may continue such activities that have already commenced, **but MAY NOT start any further projects unless it has the power to do so.**

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

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

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

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Comprehensive financial management information is presented to council, including income & expenditure against budget, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

I am under no doubt council properly prepares budgets and financial reports and that councillors can make informed decisions based on these.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 112.3% and total expenditure as 103.3%. This has resulted in a surplus of £150,977. This is due in the main to un-budgeted grant and interest.

At the end of the financial year, the council held circa £3,337,380 in earmarked reserves (EMR) and a further £833,961 in the general reserve. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent. **I would recommend the council use the Rialtas earmarked reserves functionality to record income and expenditure against the appropriate 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).

The general reserve balance is within the recommended range.

G. PAYROLL**Internal audit requirement**

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

Audit findings

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

I verified the March payroll to the underlying nominal ledger and can confirm there were no errors.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR. Assets are correctly stated at historic cost or proxy cost.

I am under no doubt the register is up to date and correct as at 31st March 2024. **I recommend a reconciliation is shown each year to detail the movement from one year to the next.**

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

I. BANK AND CASH**Internal audit requirement**

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

Audit findings

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks. The balances agreed to the end of year AGAR.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has mitigated this risk and opened accounts with different providers in accordance with its adopted Investment Strategy.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

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

Section 1 – Annual Governance Statement

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

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

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	4,048,456	4,020,363	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	1,684,269	1,765,879	Figure confirmed to central precept record
3	Total other receipts	281,006	454,348	Agrees to underlying accounting records
4	Staff costs	493,999	673,168	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	10,661	10,473	Confirmed to PWLB documents
6	All other payments	1,488,708	1,385,608	Agrees to underlying accounting records
7	Balances carried forward	4,020,363	4,171,341	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	4,274,698	4,166,939	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	3,782,021	3,677,958	Matches asset register total and changes from previous year have been traced
10	Total borrowings	146,250	141,375	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, VAT. Amounts for each of these are similar to those for the previous year and appropriate for a council of this size and financial activity level. I have verified these to underlying schedules and third party evidence, on e adjustment was made to reverse accruals remaining from 2022.

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

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

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

Audit findings

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

L: PUBLICATION OF INFORMATION**Internal audit requirement**

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

Audit findings

At present no specific guidance has been provided to set out what the ‘relevant legislation’ is in respect of Control Objective L. We have therefore considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksiem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> & https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

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.

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

The council has model publication scheme documentation this is dated 2022 and published on the website.

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

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

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

Audit findings

Inspection – key dates	2022/23	2023/24 Proposed
Date AGAR signed by council	19 June 2023	24 th June
Date inspection notice issued	20 June 2023	25 th June
Inspection period begins	21 June 2023	26 th June
Inspection period ends	1 st August 2023	6 th August
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

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

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

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

Yours sincerely



Mark Mulberry

Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward**None**

Audit Point	Audit Findings	Council comments
Earmarked Reserves	I would recommend the council use the Rialtas earmarked reserves functionality to record income and expenditure against the appropriate reserve.	
Fixed assets	I recommend a reconciliation is shown each year to detail the movement from one year to the next.	

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

Statement of Accounts Report

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: 01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Background

- 1.1 Full Council is required by law to approve the Annual Governance and Accountability Return (AGAR). The draft AGAR is attached at Appendix 1.
- 1.2 Finance Committee should examine and scrutinise Appendix 2 – Accounting Statements 2023/24 for recommendation to Full Council.
- 1.3 To examine and scrutinise the Accounting Statement the detail which is pulled from the accounts package is attached at Appendix 2.
- 1.4 The Internal Auditor has already completed the Final Internal Audit This will be presented to Council 24th June for approval.

2. Recommendation

The Committee is asked to **RECOMMEND** the Statement of Accounts to Council 24th June 2024 for approval.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY
Bicester Town Council

https://www.bicester.gov.uk/ PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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

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

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/11/2023 / 22/05/2024 / DD/MM/YYYY

Mark Mulberry BA(HONS) FCCA CTA

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/05/2024 /

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENT Bicester Town Council

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

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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.
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.
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.
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.
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.
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.
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.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.bicester.gov.uk/>

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTRUSTED TO THE COMMUNITY Bicester Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	4,048,456	4,020,363	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,684,269	1,765,879	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	281,006	454,348	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	493,999	673,168	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	10,661	10,473	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,488,708	1,385,608	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	4,020,363	4,171,341	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	4,274,698	4,166,939	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,782,021	3,677,958	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	146,250	141,375	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

EN Bicester Town Council ITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Working details for ANNUAL RETURN - Year ended 31 March 2024

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		744,408	800,008	310		General Fund
1		3,264,448	3,170,756	325		Earmarked Reserves
1		39,600	49,600	326		Restricted Reserves
1	Balances brought forward	4,048,456	4,020,363	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		1,684,269	1,765,879	1076	108	Inc-Precept
2	(+) Precept or Rates and Levies	1,684,269	1,765,879	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		4,000	5,600	1001	106	Inc-Nais House
3		4,250	4,250	1002	106	Inc-CAB Rent
3		6,300	6,600	1003	401	Inc-Garth Stables
3		4,320	0	1004	401	Inc-Garth Garage & Yard
3		12,871	9,548	1006	107	Inc-Garth Lodge
3		1,260	1,250	1007	106	Inc-Registrars
3		1,556	1,478	1008	401	Inc-Bowls Club
3		1,450	1,550	1009	401	Inc-Tennis Club
3		348	1,009	1010	106	Inc-Garth Rooms Lettings
3		7,423	8,232	1011	404	Inc-Allotments
3		407	3,180	1013	102	Inc Civic Miscellaneous
3		91	20	1014	102	Inc-Miscellaneous
3		0	1,099	1014	105	Inc-Miscellaneous
3		0	5,077	1014	108	Inc-Miscellaneous
3		4	0	1014	301	Inc-Miscellaneous
3		0	1,802	1014	308	Inc-Miscellaneous
3		142	0	1014	401	Inc-Miscellaneous
3		19,428	21,096	1015	401	Inc Garth Park Cafe
3		1,500	4,035	1017	308	Inc-Whitelands room hire
3		742	650	1018	501	Inc-Carnival
3		27,670	2,022	1019	110	Inc-Grants Received
3		0	31,252	1019	301	Inc-Grants Received
3		12,691	6,259	1020	601	Inc-Cemetery
3		0	21,000	1025	308	Inc-Rugby Club
3		0	5,000	1026	308	Inc-ACE Academy
3		0	5,660	1027	308	Inc-OX RTC
3		0	13,664	1028	301	Inc-Pavilions/Pitches
3		4,959	5,790	1028	305	Inc-Pavilions/Pitches
3		764	848	1028	306	Inc-Pavilions/Pitches
3		1,446	454	1028	307	Inc-Pavilions/Pitches
3		44,872	93,506	1028	308	Inc-Pavilions/Pitches
3		14,908	0	1030	501	Income - Music Event
3		14,879	13,175	1032	501	Inc- Sledgehammer
3		2,033	0	1034	501	Inc- Sports Day
3		4,267	5,987	1035	501	Special Events 2023 Coronation
3		3,267	2,592	1037	301	Inc-Keta Field Pitches

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	793	674	1039	301	Inc-Bicester Fields Pitches
3	800	667	1040	301	Inc-Keble Rd Pitches
3	290	700	1045	501	Inc-Christmas Lights
3	40,076	40,142	1050	501	Chistmas Lights Trail
3	708	-83	1051	501	Inc-Food Festival
3	40,492	128,563	1096	108	Inc-Interest Received
3	(+) Total other receipts	281,006	454,348	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	153,408	161,076	4000	105	Salaries
4	197,104	216,340	4000	300	Salaries
4	31,390	142,084	4000	308	Salaries
4	15,248	15,348	4001	105	Ers National Insurance
4	17,174	16,169	4001	300	Ers National Insurance
4	1,080	10,739	4001	308	Ers National Insurance
4	32,134	34,722	4002	105	Ers Pension
4	42,792	46,837	4002	300	Ers Pension
4	3,670	29,853	4002	308	Ers Pension
4	(-) Staff costs	493,999	673,168	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5	10,661	10,473	4306	108	Loan Repayments
5	(-) Loan interest/capital repayments	10,661	10,473	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6	10,792	59,922	4003	105	Temporary Staff
6	42,745	20,842	4003	300	Temporary Staff
6	0	8,394	4003	308	Temporary Staff
6	5,145	5,797	4004	106	Cleaning Contract
6	5,364	7,633	4011	106	Rates
6	0	20,676	4011	308	Rates
6	2,221	724	4011	601	Rates
6	31	-73	4012	106	Water Charges
6	1,812	6,483	4012	305	Water Charges
6	1,072	217	4012	306	Water Charges
6	1,258	1,517	4012	307	Water Charges
6	189	1,023	4012	308	Water Charges
6	329	28	4012	401	Water Charges
6	545	152	4012	404	Water Charges
6	160	633	4012	601	Water Charges
6	1,147	1,719	4013	106	Gas
6	1,201	875	4013	306	Gas
6	147	0	4013	401	Gas
6	1,650	3,913	4014	106	Electric
6	6,526	6,666	4014	305	Electric
6	100	374	4014	306	Electric

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	2,996	7,718	4014	307	Electric
6	0	60,090	4014	308	Electric
6	1,119	1,491	4014	401	Electric
6	197	288	4014	601	Electric
6	2,292	2,374	4015	105	Health and Safety
6	0	1,979	4015	308	Health and Safety
6	170	0	4015	501	Health and Safety
6	1,603	700	4016	300	Uniform & PPE
6	0	688	4016	308	Uniform & PPE
6	15	727	4017	106	Cleaning Materials
6	0	85	4017	305	Cleaning Materials
6	0	85	4017	306	Cleaning Materials
6	0	85	4017	307	Cleaning Materials
6	0	760	4017	308	Cleaning Materials
6	929	890	4020	105	Mobile Phones
6	2,302	2,518	4020	300	Mobile Phones
6	2,437	3,027	4021	105	Office Phones
6	0	248	4021	308	Office Phones
6	394	0	4022	105	Post
6	1,692	2,516	4023	105	Stationery
6	0	13	4023	307	Stationery
6	6,188	8,843	4024	105	Subscriptions
6	18,970	21,438	4025	105	Insurance
6	0	1,563	4029	801	Street Furniture
6	8,300	9,405	4031	102	Modern Gov
6	753	129	4032	105	Recruitment Advertising
6	1,323	1,114	4033	105	Office Expenses
6	30,944	27,979	4034	105	Computer Support
6	7,678	2,384	4036	106	Grounds & Buildings Mtce
6	0	-4,850	4036	301	Grounds & Buildings Mtce
6	661	4,320	4036	305	Grounds & Buildings Mtce
6	3,102	2,769	4036	306	Grounds & Buildings Mtce
6	1,636	237	4036	307	Grounds & Buildings Mtce
6	0	7,302	4036	308	Grounds & Buildings Mtce
6	5,915	6,594	4036	401	Grounds & Buildings Mtce
6	0	125	4036	601	Grounds & Buildings Mtce
6	0	670	4037	301	Pavilion Maintenance
6	1,222	2,734	4039	106	Waste Removal
6	231	215	4039	305	Waste Removal
6	231	215	4039	306	Waste Removal
6	231	412	4039	307	Waste Removal
6	2,281	6,033	4039	308	Waste Removal
6	5,873	4,401	4039	401	Waste Removal
6	2,829	2,049	4039	601	Waste Removal
6	613	435	4040	105	Website
6	1,050	0	4041	105	Photocopier

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	5,139	8,039	4042	300	Maintenance Machinery
6	5,313	5,821	4044	300	Petrol,Oil & Gas
6	1,037	1,696	4045	300	Tools
6	0	-670	4045	301	Tools
6	2,811	3,973	4046	401	Horticultural Supplies
6	0	28,079	4048	301	Vertidrainning of Pitches (FA G
6	687	992	4050	401	Maintenance Bowls Club
6	1,320	1,365	4052	107	Garth Lodge Costs
6	310	298	4054	404	Allotments Costs
6	1,500	-110	4055	105	Press & PR
6	4,778	19,091	4056	105	Legal and Professional Fees
6	2,415	2,674	4057	105	Audit Fees
6	5,021	2,707	4058	105	Accountancy & Payroll
6	1,773	2,077	4059	108	Bank Charges
6	8,250	0	4060	109	CAB
6	21,048	11,962	4061	109	Grants to Voluntary Org.
6	12,000	9,000	4064	109	OYAP
6	3,600	3,600	4065	109	TVP Crime Partnership
6	49,595	1,095	4069	308	SW Sports Village
6	6,290	8,151	4070	105	Training & Conferences
6	7,425	4,245	4071	501	Evt 1 Music EVent
6	6,872	8,197	4088	501	Evt 3 - Sledgehammer
6	6,423	4,936	4092	501	Sports Day
6	1,180	240	4097	105	HR
6	800	0	4099	102	Miscellaneous Expences
6	0	-1	4099	105	Miscellaneous Expences
6	0	278	4099	108	Miscellaneous Expences
6	270	135	4112	801	Repairs & Maint. Clocks
6	10,507	10,756	4115	501	Special Events/Coronation 2023
6	9,174	7,071	4120	501	FFD in assoc. w/AFD
6	11,835	5,214	4123	402	Maintenance Play Areas
6	10	427	4126	301	Lease of Open Spaces
6	10,250	10,250	4129	401	Garth Park Toilets
6	1,155	360	4130	106	Building Security
6	0	1,080	4130	107	Building Security
6	450	823	4130	305	Building Security
6	450	688	4130	306	Building Security
6	450	658	4130	307	Building Security
6	0	1,143	4130	308	Building Security
6	5,000	5,000	4131	109	Bicester Vision Manager
6	5,000	5,000	4133	109	Partnership
6	153	0	4135	501	Food Festival
6	1,750	1,750	4150	102	Mayor's Expenses
6	10,000	1,314	4151	801	Litter Bin Provosion
6	16,918	0	4154	301	Tree Maintenance
6	1,247	416	4155	404	Rent

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	14,717	14,310	4157	501	Christmas Lights Switch On
6	86,432	78,116	4158	501	Christmas Lights Trail
6	0	11,594	4159	102	Elections
6	11,783	3,102	4160	102	Civic Expenses
6	0	1,497	4161	102	Civic Mayor Making
6	0	360	4162	102	Civic Flag Raising
6	0	3,370	4163	102	Civic Service & Parade
6	0	2,910	4164	102	Civic Remembrance
6	15,000	15,000	4169	105	Newsletter
6	11,617	13,562	4175	301	Maintenance of Open Spaces
6	4,001	4,537	4178	300	Vehicle Maintenance
6	2,995	3,900	4180	402	ROSPA Inspections
6	285,063	494,339	4190	301	Parks and Garden Contract
6	27,976	0	4190	308	Parks and Garden Contract
6	22,149	0	4200	801	Christmas Lights Maint/Storage
6	735	245	4203	106	Window Cleaning
6	77	163	4204	301	Pest Control
6	13,736	14,241	4209	102	Member's Allowances
6	961	11,349	4210	102	Mayor's fundraising expences
6	14,936	9,165	4216	801	Litter/Dog Bin Emptying
6	8,709	10,384	4300	110	New Computer Equipment
6	4,781	13,885	4301	110	Garth House Redevelopment
6	77	3,693	4312	110	Asset Maintenance
6	803	2,567	4313	110	Play Area/Open Space Inv.
6	27,915	0	4314	110	Town Centre
6	0	-23,851	4315	110	Containing Outbreak Management
6	0	12,799	9007	901	Community and Elections
6	299,505	71,474	9011	901	Play Areas/Open Space Investme
6	16,539	0	9013	901	Equipment Replacement/Mtce
6	23,033	20,868	9014	901	Green Infrastructure
6	150,853	68,933	9020	901	BTC Premises
6	0	2,971	9042	901	SW Sports Village Contribution
6	5,500	0	9044	901	Partnership
6	(-) All other payments	1,488,708	1,385,608	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	4,020,363	4,171,341	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8		223,956	127,620	201	Current Bank A/c
8		121,235	46,946	202	Wages Account
8		36,290	101,609	203	Carnival Account
8		2,000,000	2,000,000	204	CCLA Deposit
8		1,103,452	1,096,188	205	Barclays Treasury Deposit
8		240,590	245,402	206	Santander Capital Account
8		549,175	549,175	208	Lloyds Treasury Account
8	Total value of cash and short	4,274,698	4,166,939	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with	

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
term investments					bank reconciliation.
9	3,782,021	3,677,958			Total Fixed Assets
9 Total fixed assets plus long term investments and assets	3,782,021	3,677,958			The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	146,250	141,375			Total Borrowings
10 Total borrowings	146,250	141,375			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

BICESTER TOWN COUNCIL**Finance Committee****Tuesday 4th June 2024****Utility Aid Report****Chair: Alisa Russell**Contact: 01869 252915 alisa.russell@Bicester.gov.uk**Helen Pool – Responsible Finance Officer**Telephone: 01869 252915 Helen.Pool@bicester.gov.uk**1. Introduction**

- 1.1 This report is to show the Utility rates that we are paying while we are out of contract in comparison to the payments we would make if we had a fixed contract.
- 1.2 The tables below demonstrate the difference between our current utility suppliers, compared to Utility Aid, with further breakdowns between day and night rates (in pence per kWh).
- 1.3 Each comparison is done from the 2-year fixed contract, but the 3-year fixed contract will be attached as **APPENDIX 1** which illustrates an increase of around 1p per kWh.

2. SSE Energy Solutions

- 2.1. Please see the below table for a sided by side comparison of the rates we are paying per kWh against what we would be paying if we were in contract with SSE Gas. Gas rates remain the same for day and night.

SSE Gas Rates			Utility Aid's Rates	
Location	Day Rate	Night Rate	Day Rate	Night Rate
The Workshop - Garth	504.000p per kWh		6.001p per kWh	
The Garth	504.000p per kWh		6.001p per kWh	
Sunderland Drive Pavilion	504.000p per kWh		6.045p per kWh	

3. Opus Energy

- 3.1. Please see the below table for a side by side comparison of the rates we are paying per kWh against what we would be paying if we were in contract with Opus Energy.

Opus Energy's Rates			Utility Aid's Rates	
Location	Day Rate	Night Rate	Day Rate	Night Rate
Langford Fields Pavilion (Formally known as Bicester Fields)	35.000p per kWh	26.000p per kWh	24.800p per kWh	20.000p per kWh
The Garth Out Building	39.000p per kWh		22.500p per kWh	
Toilet Block - Cemetery	39.000p per kWh		22.500p per kWh	
The Mess Room - Garth	39.000p per kWh		22.500p per kWh	
Pingle Pavilion (Day & Night) R1&R2	39.000p per kWh	39.000p per kWh	23.700p per kWh	18.400p per kWh
The Offices - Garth	39.000p per kWh		22.500p per kWh	
The Garth Flat	39.000p per kWh		22.400p per kWh	
Outreach - Garth (M/N:2000008350963)	39.000p per kWh		24.600p per kWh	18.900p per kWh
Outreach - Garth (M/N:2000008350972)	39.000p per kWh		22.500p per kWh	
Stables - Garth	39.000p per kWh		22.500p per kWh	
Chapel - Cemetery	39.000p per kWh		22.500p per kWh	
Garage - Garth	39.000p per kWh		22.500p per kWh	
Sunderland Drive Pavilion	39.000p per kWh		23.300p per kWh	18.100p per kWh

4. Utility Aid

- 4.1. Please see **APPENDIX 1** for a side-by-side comparison of a 2-year fixed contract & a 3-year fixed contract for both Electric & Gas.

5. Recommendations

The Committee are recommended to **NOTE** the reports content and to **APPROVE** a 2 or 3-year fixed contract for Gas and Electricity.

Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 00 Profile	1

Annual Consumption

Day	Night	EveWknd	Total
19,319	0	0	19,319

Supplier Offers

Current Estimated Annual Spend

Not Obtained

YGP, Term:31/03/2027, Product:Fixed, Fuel:HH
Estimated Annual Increase
Estimated Percentage Increase

£8,167.02

YGP, Term:31/03/2026, Product:Fixed, Fuel:HH
Estimated Annual Increase
Estimated Percentage Increase

£8,379.79

YGP, Term:31/03/2026, Product:Fixed, Fuel:HH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
2000053128354	THE PAVILLION CHAFFINCH ROAD	17/05/2024	24.800	20.000	0	0	673.200	Pence per day	50	£1,131.50	19,319	0	0	19,319	£8,379.79

YGP, Term:31/03/2027, Product:Fixed, Fuel:HH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	KVA	Annual KVA Cost	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
2000053128354	THE PAVILLION CHAFFINCH ROAD	17/05/2024	24.700	20.000	0	0	580.200	Pence per day	50	£1,277.50	19,319	0	0	19,319	£8,167.02

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- UAL is not liable for any damages or losses of any kind, whether foreseeable or not (including, but without limitation, financial loss, damages for loss in business projects, loss of profits, or other consequential losses) arising in contract, tort, or otherwise as a direct or indirect result from action taken or decisions made as a result of reliance on material, in whole or in part, contained in the report. Nothing contained in the report constitutes financial, legal, tax, or other advice, nor should any investment or any other decision be made solely based on the report content.
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Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 01 Profile	4
Electricity	See Attached Quotation	Electricity : 03 Profile	6
Electricity	See Attached Quotation	Electricity : 04 Profile	2

Annual Consumption

Day	Night	Eve/Wknd	Total
18,948.1	0	0	18,948.1
15,535.7	592.14	0	16,127.84
16,818.64	5,176.36	0	21,995

Supplier Offers

Current Estimated Annual Spend

Not Obtained

YGP, Term:31/03/2027, Product:Fixed, Fuel:NHH
Estimated Annual Increase
Estimated Percentage Increase

£19,627.69

YGP, Term:31/03/2026, Product:Fixed, Fuel:NHH
Estimated Annual Increase
Estimated Percentage Increase

£19,945.38

YGP, Term:31/03/2026, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>2000008350981</u>	THE GARTH OUT BLDG LAUNTON ROA	15/05/2024	22.500	0	0	0	122.100	Pence per day	335.4	0	0	335.4	£521.13
<u>2000027583798</u>	TOILET BLOCK, CEMETRY ROAD B	15/05/2024	22.500	0	0	0	122.100	Pence per day	22.3	0	0	22.3	£450.68
<u>2000050938582</u>	MESS ROOM THE GARTH LAUNTON RO	15/05/2024	22.500	0	0	0	122.100	Pence per day	125.4	0	0	125.4	£473.88
<u>2000053126091</u>	FOOTBALL PAVILLION OLD PLACE Y	01/07/2024	23.700	18.400	0	0	262.000	Pence per day	16,805.2	5,170.6	0	21,975.8	£5,890.52
<u>2000008350945</u>	OFFICES THE GARTH LAUNTON ROAD	15/05/2024	22.500	0	0	0	193.100	Pence per day	11,008.9	0	0	11,008.9	£3,181.82
<u>2000008351043</u>	THE GARTH FLAT, BICESTER LAUNT	15/05/2024	22.400	0	0	0	281.600	Pence per day	13,005.6	0	0	13,005.6	£3,941.09
<u>2000008350963</u>	BICESTER OUTREACH TEAM:4 THE G	20/11/2024	24.600	18.900	0	0	112.400	Pence per day	13.44	5.76	0	19.2	£414.65
<u>2000008350972</u>	BICESTER OUTREACH TEAM:4 THE G	15/05/2024	22.500	0	0	0	132.100	Pence per day	1,085.3	0	0	1,085.3	£726.36
<u>2000027582970</u>	STABLE BLOCK TOOL LAUNTON ROAD	15/05/2024	22.500	0	0	0	193.100	Pence per day	5,794.8	0	0	5,794.8	£2,008.65
<u>2000008462246</u>	CEMETERY CHAPEL, CHURCH STREET	15/05/2024	22.500	0	0	0	122.100	Pence per day	50.8	0	0	50.8	£457.09
<u>2000008351061</u>	GARAGE LAUNTON ROAD BICESTER	15/05/2024	22.500	0	0	0	147.100	Pence per day	1,673.6	0	0	1,673.6	£913.47
<u>2000008403570</u>	SPORTS PAVILION HART PLACE B	15/05/2024	23.300	18.100	0	0	147.100	Pence per day	1,381.7	592.14	0	1,973.84	£966.03

YGP, Term:31/03/2027, Product:Fixed, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>2000008350981</u>	THE GARTH OUT BLDG LAUNTON ROA	15/05/2024	23.300	0	0	0	113.900	Pence per day	335.4	0	0	335.4	£493.88

<u>2000027583798</u>	TOILET BLOCK, CEMETERY ROAD B	15/05/2024	23.300	0	0	0	0	113.900	Pence per day	22.3	0	0	22.3	£420.93
<u>2000050938582</u>	MESS ROOM THE GARTH LAUNTON RO	15/05/2024	23.300	0	0	0	0	113.900	Pence per day	125.4	0	0	125.4	£444.95
<u>2000053126091</u>	FOOTBALL PAVILLION OLD PLACE Y	01/07/2024	24.200	18.600	0	0	0	221.300	Pence per day	16,805.2	5,170.6	0	21,975.8	£5,836.34
<u>2000008350945</u>	OFFICES THE GARTH LAUNTON ROAD	15/05/2024	23.200	0	0	0	0	168.200	Pence per day	11,008.9	0	0	11,008.9	£3,167.99
<u>2000008351043</u>	THE GARTH FLAT, BICESTER LAUNT	15/05/2024	23.100	0	0	0	0	231.100	Pence per day	13,005.6	0	0	13,005.6	£3,847.81
<u>2000008350963</u>	BICESTER OUTREACH TEAM,4 THE G	20/11/2024	24.700	18.900	0	0	0	109.300	Pence per day	13.44	5.76	0	19.2	£403.35
<u>2000008350972</u>	BICESTER OUTREACH TEAM,4 THE G	15/05/2024	23.300	0	0	0	0	143.900	Pence per day	1,085.3	0	0	1,085.3	£778.11
<u>2000027582970</u>	STABLE BLOCK TOOL LAUNTON ROAD	15/05/2024	23.200	0	0	0	0	168.200	Pence per day	5,794.8	0	0	5,794.8	£1,958.32
<u>2000008462246</u>	CEMETERY CHAPEL, CHURCH STREET	15/05/2024	23.300	0	0	0	0	113.900	Pence per day	50.8	0	0	50.8	£427.57
<u>2000008351061</u>	GARAGE LAUNTON ROAD BICESTER	15/05/2024	23.300	0	0	0	0	138.900	Pence per day	1,673.6	0	0	1,673.6	£896.93
<u>2000008403570</u>	SPORTS PAVILION HART PLACE B	15/05/2024	24.200	18.600	0	0	0	138.900	Pence per day	1,381.7	592.14	0	1,973.84	£951.49

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Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Gas	See Attached Quotation	Gas Meter	3

Annual Consumption

Day	Night	Eve/Wknd	Total
54,293	0	0	54,293

Supplier Offers

Current Estimated Annual Spend

Not Obtained

Crown, Term:31/03/2026, Product:You Fix, Fuel:Gas
Estimated Annual Increase
Estimated Percentage Increase

£4,558.37

YGP, Term:31/03/2027, Product:Fixed, Fuel:Gas
Estimated Annual Increase
Estimated Percentage Increase

£4,839.49

YGP, Term:31/03/2026, Product:Fixed, Fuel:Gas
Estimated Annual Increase
Estimated Percentage Increase

£4,975.81

Crown, Term:31/03/2026, Product:You Fix, Fuel:Gas

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
4005648908	LAUNTON ROAD BICESTER OX6 0U	17/05/2024	6.001	0	0	0	1.530	£ per day	26,411	0	0	26,411	£2,143.37
4016556600	PAVILLION, HART PLACE BICEST	01/11/2024	6.045	0	0	0	1.550	£ per day	26,818	0	0	26,818	£2,186.90
4005648807	LAUNTON ROAD BICESTER OX6 0U	17/05/2024	6.001	0	0	0	0.450	£ per day	1,064	0	0	1,064	£228.10

YGP, Term:31/03/2026, Product:Fixed, Fuel:Gas

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
4005648908	LAUNTON ROAD BICESTER OX6 0U	15/05/2024	7.090	0	0	0	1.380	£ per day	26,411	0	0	26,411	£2,376.24
4016556600	PAVILLION, HART PLACE BICEST	01/11/2024	7.180	0	0	0	1.410	£ per day	26,818	0	0	26,818	£2,440.18
4005648807	LAUNTON ROAD BICESTER OX6 0U	15/05/2024	7.090	0	0	0	0.230	£ per day	1,064	0	0	1,064	£159.39

YGP, Term:31/03/2027, Product:Fixed, Fuel:Gas

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
4005648908	LAUNTON ROAD BICESTER OX6 0U	15/05/2024	6.830	0	0	0	1.400	£ per day	26,411	0	0	26,411	£2,314.87
4016556600	PAVILLION, HART PLACE BICEST	01/11/2024	6.870	0	0	0	1.430	£ per day	26,818	0	0	26,818	£2,364.35
4005648807	LAUNTON ROAD BICESTER OX6 0U	15/05/2024	6.830	0	0	0	0.240	£ per day	1,064	0	0	1,064	£160.27

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BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

Town Council Fees and Charges

Chairman:

Contact:

Responsible Financial Officer: Helen Pool

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Overview

Periodical reviews of the charges set by the Town Council and its custom base are set each March for review, the following are the Town Clerks recommendation:

i. Sports Pitches

On Average the Town Councils Sports Pitches and pavilions are subsidizing considerable losses (on average -£8000) loss per site

Pricing per hour (including VAT)

- Adult Pitch Only: £15.00 per hour
- Junior Pitch Only: £12.00 per hour
- 9v9 Intermediate Pitch Only: £12.00 per hour
- Mini Pitch Only: £10.00 per hour

Additional Items

- Pavilion (with Pitch Booking): £4.00 per hour
- Pavilion and 2x Changing Rooms: £8.00 per hour
- Pavilion Only – Charity Organisation: £16.00 per hour
- Pavilion Only – Commercial Organisation £27.00 per hour
- Kitchen (must contact BTC before booking): £25.00 per hour

Given the deficit of each site, we suggest the fees increase by £1.00 per hour – this will not rectify the loss but will help stabilise each site.

Please see APPENDIX 1 – Banbury Town Council Charges for reference.

ii. Whitelands

	Junior	Adult
One Quarter	£10.00 per 30 minutes	£15.00 per 30 minutes
Two Quarters (Half)	£15.00 per 30 minutes	£25.00 per 30 minutes
Four Quarters (Full)	£22.50 per 30 minutes	£40.50 per 30 minutes

We should look to introduce senior citizen rate discounting the adult price by 25% for all 3G pitch usage. – this would include the use for Bicester Fossils.

Prices for customers that drop into Whitelands:

3G Adult £5.25 per hour

3G Junior £3.65 per hour

Use of Changing Rooms £2.00

Use of Showers £1.60

Cricket Pitch £90.00 per hour

iii. Cricket Pitch

The team at Whitelands have been approached by a couple of local cricket teams who would like to play on the Whitelands cricket pitch.

Bicester Town Councils website says £90 an hour, but other councils charge £90 per day. Please see the below pricing from Buckinghamshire County Council.

Go to new Buckinghamshire Council website

 Buckinghamshire Council

Alfred Rose Adult Cricket Pitch 1

Cricket pitch

£91.32
(incl. VAT)

[Book Now](#)

Please note that all cricket bookings start from 9am and must be completed by 6pm for Saturday bookings and 4pm for Sunday bookings

Since taking over the site on the 26th September 2022 the cricket pitch has never been booked/used. With changing the price this may entice local clubs to book the site.

iv. Garth House

Description	Cost
Council Chamber	
Commercial	£32.00 per hour
Partner Organisations	£21.00 per hour
Voluntary Groups	£6.00 per hour (max 3 hours and ex- weekends)
Members Room	
Commercial	£16.00 per hour
Partner Organisations	£11.00 per hour
Voluntary	£6.00 per booking (max 3 hours and ex- weekends)
Other Items	
Tea / Coffee and Biscuits	£2.00 per person
Tea / Coffee	£1.25 per person
Projector and Screen	£6.00 per booking
Flipchart	£2.50 per booking

No changes recommended

v. Open Spaces

Open spaces include: Launton Meadows, Southwold Open Space, Cranesbill Open Space, George Street Open Space, Kings Meadow Open Space, Villiers Road open Space, Robins Ways/Kestrel Way Open Space, Coopers Green Open Space, Keble Road Open Space, Jubilee Lake and Garth Park.

Recreational Space when not used for sport include:
Whitelands , Kea Fields , Pingle Fields , Langford Park (Formally Bicester Fields) and Sunderland Drive.

» Hire of Open Spaces on a non-working day: minimum charge £130.00

» Hire of Open Spaces working day: minimum charge £260.00

No changes recommended.

2. Recommendation

The Committee is asked to **APPROVE** the following:

- i. Increase to sports pitch fees.
- ii. Introduction of separate rate for retired residents for the Whitelands 3G pitch.
- iii. Change the Cricket Pitch rate from £90per hour to £90 per day.



<u>FEES AND CHARGES</u>	<u>2021/22</u>	<u>2022/23</u>
<u>FOOTBALL PITCHES</u>		
Per season (maximum 21 matches)		
With changing accommodation	£700	£700
Without changing accommodation	£495	£495
Per match with changing accommodation (inc VAT)		
With changing accommodation	£70	£70
Without changing accommodation	£45	£45
<u>Notes:</u> 1. 50% reduction is allowed for teams under 18 years of age		
<u>Mini-Soccer Pitch – Horton View & Hanwell Fields only</u> <u>(Under 16s only without changing accommodation)</u>		
Per match (inc VAT)	£20	£20
Per season (max 21 matches)	£260	£260
Cricket Club (10 Matches)	£740	£740
Cricket Pitch (per match)	£100	£100
Cricket Pitch (Mon-Fri evening only match)	50% of above	50% of above
Use of Green Area & Sports Pavilions for weekly courses	£250	£250
<u>Community Facility Hire</u>		
Horton View Hall (per hour)	£25	£25
Peoples Park Community Building (per hour)	£25	£25
Sports Pavilions (per hour)	£25	£25

(VAT is incorporated at the standard rate ONLY where applicable)

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday, 4th June 2024

Direct Debit Mandate Report

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: 01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

The Town Council buy their fuel from Joblings, however, they have closed their garage and an alternative source has been found. We need to apply for an Esso Card for fuel purchase for our vehicles and to be paid by variable direct debit.

2. Background

- i. Financial Regulations 6.8. states: If thought appropriate by the Finance Committee, payment for utility supplies) energy, telephone and water) and any National Non-Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Finance Committee as made. The Responsible Finance Officer received approval from Councillor Paul Wheatley and Councillor Donna Ford to complete the application form for the Esso direct debit and payments are reported at each Finance Committee meeting under 'Payments' and 'List of Payments'.
- ii. Financial Regulations 6.8 also states: The approval of the use of a variable direct debit shall be reviewed by resolution of the Finance Committee at least every two years.

3. Recommendation

The Committee is asked to **APPROVE** the request the Direct Debit mandate for the Esso Fuel account and to **APPROVE** the use of variable direct debits.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

Exercise of Public Rights Report

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Responsible Finance Officer: Helen Pool

Contact: 01869 252915 Helen.Pool@Bicester.Gov.uk

Ward Affected: All Wards

1. Overview

The Exercise of Public Rights requires publication.

2. Background

The Earliest date of publication is the 25th June and this must be completed before the 30th June 2024. External inspection commences on the 26th June (with the publication date of the 25th) and finishes on the 6th August 2024

3. Recommendation

The Committee is asked to **AGREE** the dates for publication and external inspection.

Smaller authority name: The Bicester Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement <u>Tuesday 25 June 2024</u> (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to: (b) _____ _____ _____ commencing on (c) <u>Wednesday 26 June 2024</u> and ending on (d) <u>Tuesday 06 August 2024</u> 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ  MOORE 5. This announcement is made by (e) <u>Helen Pool</u>	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below (d) The inspection period between (c) and (d) must also include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 4th June 2024

May Election Earmarked Reserves

Chair: Alisa Russell

Contact: 01869 252915 alisa.russell@Bicester.gov.uk

Helen Pool – Responsible Financial Officer

Contact: 01869 252915 helen.pool@bicester.gov.uk

Ward Affected: All Wards

1. Background

We currently have £3000 in our Revenue Expenditure Budget under 102/4159 Elections for any future bi-elections should the occasion arise, however, we are now needing to pay for the Contested Election costs of £5544.51 for May 2024, Bicester North

2. Recommendation

The Committee is asked to **APPROVE** the expenditure of the Contested Election costs from Earmarked Reserves 9007 Community and Elections for £5544.51.