

# **BERKHAMSTED TOWN COUNCIL**

01442 800146  
[enquiries @berkhamstedtowncouncil.gov.uk](mailto:enquiries@berkhamstedtowncouncil.gov.uk)  
[www.berkhamstedtowncouncil.gov.uk](http://www.berkhamstedtowncouncil.gov.uk)

2nd Floor  
Civic Centre  
Berkhamsted  
Hertfordshire  
HP4 3HD

8 August 2017

## **SUMMONS TO ALL MEMBERS**

Notice is hereby given that there will be an extraordinary meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Monday 14 August 2017 at 2.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason  
Town Clerk

### **MEMBERS:**

Councillors	B Newton (Chair)
	S Bateman
	E. Collins
	J Jones
	T Ritchie
	G. Stevens
	G. Yearwood

### **SUBSTITUTE MEMBERS:**

Councillors	P Matthews
	G Corry
	I Reay

### **EX OFFICIO**

Councillor	C Green (Mrs)	Town Mayor
------------	---------------	------------

**MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL**

## AGENDA

**FP 53/17**      **To receive apologies for absence**

**FP 54/17**      To receive **declarations of interest** regarding items on the agenda

**FP 55/17**      To approve the **minutes of the previous meeting** held on 19 June 2017

**FP 56/17**      **Chair's Communications**

Deferred to the 11 September meeting of the F & P Committee.

**FP 57/17**      **To suspend Standing Orders to allow public participation**

### **FINANCIAL MATTERS**

**FP 58/17**      **Grant Application – to consider the following application**

Lions Club of Berkhamsted Annual Summer Fete: Application for £900 towards the cost of providing toilet facilities and St Johns Ambulance services on the day. This year's fete is on Monday 28 August 2017. (Papers attached.)

**FP 59/17**      **Income and Expenditure including Receipts and Payments Schedule**

- (i)      To note and approve the Income and Expenditure and Variance Analysis at 30 June 2017. (Attached.)
- (ii)     Receipts and Payments Schedule for the period 1 April 2017 – 30 June 2017 has been sent to Cllrs B Newton and G Stevens for scrutiny and they will report back as appropriate at the meeting. (Attached.)

**FP 60/17**      **Christmas Lighting Contract**

- (i)      To approve the extension of the current Christmas lighting contract with Sparkx by two years to tie in with a three year hire period for column mounted decorations.
- (ii)     To confirm that at the end of the period the Town Council would be required to advertise the contract on the Contract Finder Website in accordance with the Public Sector Contract Regulations 2015 because the total contract cost over three years, including the cost of lights hire, could be over £25,000.

**FP 61/17**      **Astro-Turf Vandalism**

To receive an update from the Town Clerk.

JEM 080817

BERKHAMSTED TOWN COUNCIL  
MINOR GRANTS (up to £1,000)  
APPLICATION FORM

Name of Organisation: LIONS CLUB OF BERKHAMSTED

Correspondence Address:

Name PETER BLOOM

Address HALL PARK GATE  
BERKHAMSTED  
HERTS

Postcode HP4 2NJ

Contact details [REDACTED]

1. What is the nature of your organisation's activity?  
A VOLUNTARY SERVICE ORGANISATION TO SUPPORT LOCAL COMMUNITY BY EVENTS & TEAPARTIES FOR SENIORS, SUMMER FETE, SANTA SLEIGH, AND BY FUNDRAISING FOR LOCAL GOOD CAUSES

2. Is your organisation a registered charity? YES/NO number  
YES/NO

3. Is your organisation part of, or affiliated to, any national organisation?  
YES/NO  
If yes please give details:  
LIONS CLUB INTERNATIONAL, MULTIPLE DISTRICT 105

4. What is the catchment area covered by your organisation?  
BERKHAMSTED + ENVIRONS AS NORTHURCH POTEN END BOVINGDON + PLUS AN INTEREST IN ALL OF DAZERUM.

5. Briefly describe the project or purpose for which you require a grant  
BERKHAMSTED ANNUAL SUMMER FETE HAS BEEN ORGANISED BY THE LIONS CLUB SINCE 1985 IT PROVIDES AN EXPENSIVE & ENJOYABLE DAY OUT FOR THE WHOLE FAMILY

6. How will the project benefit the community or residents of Berkhamsted?  
THE FETE BRINGS TOGETHER ALL SECTIONS OF THE COMMUNITY - RESIDENTS, BUSINESSES, CLUBS, CHARITIES FOR A GREAT FAMILY DAY OUT

7. Is your organisation VAT registered? Y/N Vat number. No

8. When do you intend to start the project? UNDERWAY, SINCE JAN '17  
Completion date? MON 28 AUGUST 2017

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

Attractions	3200	Repair/Numbers	400
Site/Tools Hire	2200	Misc	600
Tables/STPA	900		
Local Dishes/Plates	1000		

Continue on separate sheet if necessary

VAT (if applicable) £

Total estimated cost of project £ 8300

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

FD 58/17

Funds immediately available from your organisation £                       
Funds that you intend to raise yourself from events: £ 5,600 (120 adult tickets @ £45 each)  
Grants or loans applied for / confirmed from other organisations: £ 1,800  
Grant requested from Berkhamsted Town Council £ 9,000 (TOILETS + STATION AMBULANCE)  
TOTAL FUNDING OF PROJECT £ 8,300

10. Please give details of any reserves or savings held by your organisation

RESERVE FUNDS IN BANK OF £5,000 TO PROVIDE CASH FLOW

11. Who should cheque be made payable to? .....

L105 BRANCH OF BERKHAMSTED - PETE ARMOUR  
AC 21450441 HSB 40-01-09

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name PETER BLOCK  
Signed P. Block  
Position PRESIDENT Date 21 June 2017

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

The Town Clerk  
161 High Street,  
Berkhamsted, HP4 3HD

EXAMINED ACCOUNTS FOR YEAR ENDING 30 JUNE 2016  
- CHARITABLE ACTIVITIES + STATEMENT OF ASSETS  
- ADMINISTRATION (NON-CHARITABLE)

LIONS CLUB OF BERKHAMSTED  
SUMMARY OF ACCOUNTS  
YEAR ENDED 30TH JUNE 2016

CHARITABLE ACTIVITIES + CHARITABLE TRUST

	Receipts	Payments	Net
Seniors Parties	0	431	
Gateway Barbeque	0	54	
DCVS Minibus	0	167	
Message in a Bottle/Wallet	0	28	
Old Boys Night Out		128	
Community Service-Total	0	809	-809
Lions Minibus	Receipts(Donations)		
	425		
	Service/Repairs	2598	)
	Insurance	)	)
	HAC	)	)
	Tax	)	)
	Fuel(not including Santa Sleigh)	20	)
	Totals	425	2619
			-2195
Raffles:			
Seniors	68	0	68
Christmas Hampers	850	193	657
Easter Eggs			0
Charter			0
Christmas Bottle Tombola	500	0	500
Donations:			
Patchwork	381		381
Pitch Perfect	0		0
Use of Marquee (In addition to Harpenden Lions)	250		250
tesco	0		0
Berko Golf Club	0		0
Ladies Darts Night	74		74
Eyecare collecting tin	0		0
Rotary for help of Half Marathon	500		500
Other	282		282
Other Clubs			
Hemel Lions-Bookshop	5487	0	5487
Windsor Lions-Horse Ride	160	0	160
Watford Lions-Fireworks	0	0	0
Harpenden Lions use of marquee	250	0	250
Santa Sleigh	8478	379	8099
Elves Posting House	474		474
2015 Fete	12408	10215	2194
£2000 transferred to Charitable Trust			
Other Expenses:			
Garage rent-Belton Road		554	-554
Garage rent-Clarence Road		60	-60
Garage repairs-Clarence Road			0
Insurance		44	-44
Equipment Costs			0
Licences		40	-40
Bank Charge			0
Bank Interest	13	0	13
Other		0	0

<b>Totals</b>	<u>Gross Income</u>	<u>30441</u>	<u>Costs</u>	<u>14913</u>	<u>Net Income</u>	<u>15628</u>
---------------	---------------------	--------------	--------------	--------------	-------------------	--------------

Total Fundraising  
14377

Donations Made 11315

Surplus 4373

**INDEPENDENT EXAMINERS CERTIFICATE ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2016**

I have examined the accounting records and compared them with the financial statements presented, without carrying out an audit. In connection with my examination, no matter has come to my attention that should in my opinion be brought to the attention of the Trustees or which leads me to believe that the financial statements may be misleading in any material respect.

Graham Woodward  
Woodways Accountancy

23rd December 2016

Lions Club of Harlowstead  
Statement of Assets

Bank Accounts-Opening Balances

Charitable Activities	7845
Charitable Trust - Current	752
Charitable Trust - Deposit	18579.18
Nete	2936
Totals	30082

Bank Account-Closing Balances

Charitable Activities	8649
Charitable Trust - Current	4120
Charitable Trust - Deposit	18992
Nete	3181
Totals	34455

Represented by:

General Funds

Assigned	22712
Unassigned	11743

Restricted 0

Total 34455

Movement in funds 4373

**INDEPENDENT EXAMINERS CERTIFICATE ON THE FINANCIAL  
STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2016**

I have examined the accounting records and compared them with the financial statements presented, without carrying out an audit. In connection with my examination, no matter has come to my attention that should in my opinion be brought to the attention of the Trustees or which leads me to believe that the financial statements may be misleading in any material respect.

Graham Woodward  
Woodways Accountancy

23rd December 2016

**LIONS CLUB OF BERKHAMSTED  
SUMMARY OF ACCOUNTS  
YEAR ENDED 30TH JUNE 2016**

**ADMINISTRATION ACCOUNT**

	Receipts		Payments	Profit/Loss
Membership subscriptions	1440.00		1672.50	-232.50
Lions Club International subscriptions		724.50		
District 105A subscriptions		948.00		
8 x Dinner meetings	2660.50	2740.05	2780.05	-119.55
Dinner Speaker fees		40.00		
Progressive Dinner surplus	64.00			
2 x Quiz night proceeds	645.39		20.00	625.39
Charter + Ladies night	730.92		914.00	-183.08
Chamber of Commerce Subs			40.00	
Santa Thank You Evening			51.65	
Conference Costs			32.00	
Postage			3.00	
Charter nights-other clubs			209.00	
Publicity/Web Hosting				
Clothing and regalia			67.85	
Presidents Night Out			157.95	
Sundry Items			82.99	
Transfer from 100 Club	500.00			
Totals for the year	6040.81		6030.99	
Surplus/shortfall for the year	9.82			
Bank balance b/fwd	690.48			
Bank balance c/fwd	699.66			

**100 CLUB**

Subscriptions received	2170.00			
Prize money			1800.00	
Totals	2170.00		1800.00	
Surplus for the year	370.00			
Transfer to Administration Account			500.00	
Bank balance b/fwd	676.00			
Bank balance c/forward	546.00			

**INDEPENDENT EXAMINERS CERTIFICATE ON THE FINANCIAL  
STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2016**

I have examined the accounting records and compared them with the financial statements presented, without carrying out an audit. In connection with my examination, no matter has come to my attention that should in my opinion be brought to the attention of the Trustees or which leads me to believe that the financial statements may be misleading in any material respect.

Graham Woodward  
Woodways Accountancy

23rd December 2016

## I &amp; E Budget 2017-18 : 30-Jun-17

	Actual to 31-Mar-16	Budget 2016/17	Actual 31-Mar-17	Budget 2017/18	Actual 30-Jun-17	Predicted Exp/Income (JM) 30-Jun-17	Budget Less YTD	Proposed Budget 2018/19	Notes
TOTAL INCOME	£212,582	£236,248	£238,533	£258,892	£238,907	£260,451	£19,985	£0	
TOTAL EXPENDITURE	£238,467	£232,050	£207,301	£240,349	£72,166	£232,220	£168,183	£0	
Surplus/Deficit	(£ 25,885)	£4,198	£31,232	£18,543	£166,741	£28,231	-£148,198	£0	

\*\* Total Income Actual & Budget figures above includes CiL total for 2017/18 & 2016/17 - see notes on Income Detail

	Actual 31/3/16	Actual 31/3/17
RESERVES		
1300 General Reserve	126,583	149,748
1340 Election Cost Fund	-	-
1350 Asset Renewal Fund	105,895	103,892
1380 Allotment Reserve Fund	12,134	14,074
1390 CiL Receipts Reserve	-	8,130
1343 Alan Dickman Fund	10,000	10,000
	<u>254,612</u>	<u>285,844</u>

FP59/17i



BTC Income Expenditure Current Financial Year

2017-18

Proposed  
Budget 2018/19

	Actual	Budget	Actual	Budget	Actual	Predicted Income (TC)	Budget Less YTD
	31-Mar-16	2016/17	31-Mar-17	2017/18	30-Jun-17	30-Jun-17	
<b>INCOME</b>							
0100 Precept	156,375	177,805	177,355	186,255	186,255	186,255	-
0150 Town Warden Grant	14,949	15,000	15,098	15,299	15,299	15,299	
0660 DBC Noticeboards	450	450	450	-	-	-	
0661 Cemetry/Churchyard	2,685	2,700	2,685	3,380	3,380	3,380	
0950 Council Tax Advance Grant	4,315	3,493	3,493	3,138	3,138	3,138	
<b>Concurrent Services</b>	<b>22,399</b>	<b>21,643</b>	<b>21,726</b>	<b>21,817</b>	<b>21,817</b>	<b>21,817</b>	<b>-</b>
0125 Community Infrastructure Levy* See Below	-	2,500	8,130	20,000	19,651	20,000	349
0180 Advance Festival of Light Grant			-		1,059	1,059	
0200 Festival of Light Grants	6,000	6,000	6,000	6,000	6,000	6,000	
0760 Festival of Light Income & Donations	280	200	630	500	1,000	1,000	
<b>Festival of Light</b>	<b>6,280</b>	<b>6,200</b>	<b>6,630</b>	<b>6,500</b>	<b>8,059</b>	<b>8,059</b>	<b>( 1,559)</b>
0600/05 Allotment Land Rent	7,090	7,100	7,401	8,150	292	8,150	
0603 Allotment Income - Other	668	-	-	-	-	-	
0610 Allotment Water Rates Income	1,819	1,900	1,413	1,900	103	1,900	
0612-18 Water & Gate Key Sales (Prev incl deposits)	170	200	115	170	90	170	
<b>Allotment Income</b>	<b>9,747</b>	<b>9,200</b>	<b>8,929</b>	<b>10,220</b>	<b>485</b>	<b>10,220</b>	<b>9,735</b>
0675/6 YC Regular & Ad-Hoc Income	12,007	13,500	12,045	12,500	3,000	12,500	
0677 YC Car Park Fees	1,375	1,400	458	-	-	-	
<b>Lagley Meadow Youth Centre</b>	<b>13,382</b>	<b>14,900</b>	<b>12,503</b>	<b>12,500</b>	<b>3,000</b>	<b>12,500</b>	<b>9,500</b>
0350/0768 Parish Paths Grant	1,000	1,000	300	1,000	-	1,000	1,000
0400 Miscellaneous Income	-	-	70	-	-	-	-
0545-77 Bank Interest	3,399	3,000	2,890	600	( 360)	600	960

BTC Income Expenditure Current Financial Year

2017-18

	Actual	Budget	Actual	Budget	Actual	Predicted Income (TC)	Proposed Budget 2018/19
31-Mar-16	2016/17	31-Mar-17	2017/18	30-Jun-17	Budget Less YTD		
	236,248	238,533	258,892	238,907	260,451	19,985	

**Total Income**

212,582	236,248	238,533	258,892	238,907	260,451	19,985	-
---------	---------	---------	---------	---------	---------	--------	---

\*\* Total Budget includes agreed CiL total for 2017/18 & 2016/17 - see below

CiL Receipts

On the advice of DCK Beavers Accountants visit Dec 16. They advised BTC not to include CiL in the I&E Schedule. Advised to include in the Balance Sheet (2501)

Following the above advice, DCK have since advised, re 16/17 Year-End to include CiL as Income (0125) until Oct 17 meeting. To await further instructions

**2501 Community Infrastructure Levy**

**2,500**

**-**

**8,130**

110.24% Check **19,985**

BTC Income Expenditure Current Financial Year

	Actual 31-Mar-16	Budget 2016/17	Actual 31-Mar-17	Budget 2017/18	Actual 30-Jun-17	Predicted Exp. (JM) 30-Jun-17	Budget Less YTD 00/01/1900	Proposed Budget
<b>EXPENDITURE</b>								
7000/04 Staff Salary Costs	84,526	104,000	99,094	103,000	25,845	103,000		
7001 Travel & Subsistence	1,680	250	12	250	-	250		
7002 Staff Training	305	500	-	500	1,160	1,160		
7005 Town Warden Transport	543	750	807	1,000	459	1,000		
7006 Town Warden Other	128	200	81	200	-	200		
7010 3rd Party Costs	13,808	1,500	2,751	1,610	84	1,610		
7020 Salary Administration	394	500	667	600	96	600		
7003 Staff Recruitment Costs	787	-	-	500	-	500		
<b>Support Services</b>	<b>102,171</b>	<b>107,700</b>	<b>103,412</b>	<b>107,660</b>	<b>27,644</b>	<b>108,320</b>	<b>80,016</b>	
7050 Office Rent/Rates	15,408	16,500	19,740	19,429	13,092	19,429		
7051 Room Hire	-	200	70	150	-	150		
7052 Computing Costs	10,624	10,500	11,554	10,500	3,226	10,500		
7054 Stationery	792	700	662	700	176	700		
7057 Miscellaneous	7	50	100	50	-	50		
7058 Insurance	1,827	2,500	2,563	3,100	2,432	3,100		
7059 Subscriptions	2,512	2,400	2,459	2,700	2,195	2,700		
7060 Catering Supplies	75	100	120	150	40	150		
7061 Repairs	-	500	41	200	10	200		
7062 Telephones	426	500	326	400	247	400		
7063 Photocopier Costs	470	500	387	450	76	450		
7064 Annual Maintenance Contracts	553	600	560	650	381	650		
7065 Postage	635	500	734	700	149	700		
7066 Office Cleaning	-	750	338	1,000	210	1,000		
<b>Office/Admin Facilities</b>	<b>33,329</b>	<b>36,300</b>	<b>39,654</b>	<b>40,179</b>	<b>22,234</b>	<b>40,179</b>	<b>17,945</b>	
7750 Authorised Transactions - Staff & Related	25	-	-	-	-	-	-	
7100 Training	310	150	70	200	40	200		
7101 Travel & Subsistence	250	150	18	150	-	150		
<b>Councillors' Costs</b>	<b>560</b>	<b>300</b>	<b>88</b>	<b>350</b>	<b>40</b>	<b>350</b>	<b>310</b>	
7055 Prior Year Vat Reclaimed	-	-	-	-	( 770)	770		
7150 Audit Fees	2,307	1,350	1,356	1,500	-	1,500		
7151 Bank Charges	172	100	179	150	23	150		
7153 Legal Fees	-	750	1,501	3,000	-	3,000		
<b>Financial and Legal</b>	<b>2,479</b>	<b>2,200</b>	<b>3,036</b>	<b>4,650</b>	<b>23</b>	<b>4,650</b>	<b>4,627</b>	

BTC Income Expenditure Current Financial Year

	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Predicted Exp. (JM)	Proposed Budget
	31-Mar-16	2016/17	31-Mar-17	2017/18	30-Jun-17	2017/18	30-Jun-17	30-Jun-17	00/01/1900
								Budget Less YTD	
<b>EXPENDITURE</b>									
7160 DBC noticeboard expenses	-	450	-	-	-	-	-	-	-
7161 DBC Churchyard/Cemetery Grass Cutting	2,730	3,500	2,685	3,500	-	3,500	3,500	3,500	-
<b>DBC Delegated Functions</b>	<b>2,730</b>	<b>3,950</b>	<b>2,685</b>	<b>3,500</b>	<b>-</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
<b>7250-55/7755 Grant Awards</b>	<b>1,600</b>	<b>7,500</b>	<b>4,580</b>	<b>7,500</b>	<b>800</b>	<b>7,500</b>	<b>7,500</b>	<b>6,700</b>	<b>-</b>
7300 Improvements	2,800	2,000	2,308	2,500	4,011	2,500	4,011	4,011	-
7303 Water Supply Charges	1,174	1,400	1,111	1,500	-	1,500	1,500	1,500	-
7304/07 General Expenses	500	300	160	300	-	300	300	300	-
7306 Annual Maintenance Costs	1,858	2,250	2,939	2,250	795	2,250	2,250	2,250	-
7308 Legal Fees	-	-	-	-	-	-	-	-	-
7309 Allotment Software Support	445	450	451	500	229	500	500	500	-
7794/5 Allotment Key Refunds New Projects	22	-	20	10	-	10	10	10	-
<b>Allotments</b>	<b>6,799</b>	<b>6,400</b>	<b>6,989</b>	<b>7,060</b>	<b>5,035</b>	<b>7,060</b>	<b>8,571</b>	<b>2,025</b>	<b>-</b>
7350 Mayoral Expenses	610	750	593	600	-	600	-	-	-
7351 Mayor's Civic Function Costs	2,459	2,500	2,644	2,700	2,519	2,700	2,700	2,700	-
<b>Civic Activities</b>	<b>3,069</b>	<b>3,250</b>	<b>3,237</b>	<b>3,300</b>	<b>2,519</b>	<b>3,300</b>	<b>2,700</b>	<b>781</b>	<b>-</b>
7450/70 Website, Publicity & Advertising	406	1,200	-	1,200	45	1,200	1,200	1,200	-
7460 Public Meetings/ATM	-	300	9	300	107	300	300	300	-
<b>Publicity and Promotion</b>	<b>406</b>	<b>1,500</b>	<b>9</b>	<b>1,500</b>	<b>152</b>	<b>1,500</b>	<b>1,500</b>	<b>1,348</b>	<b>-</b>
7500 Christmas Festival of Lights	8,403	9,000	12,922	17,500	-	17,500	17,500	17,500	-
7530 War Memorial Maintenance	-	-	-	-	-	-	-	-	-
7535 World War 1 Commemoration (\$137 Payment)	-	-	-	-	-	-	-	-	-
7575 Swan Youth Projects	12,500	12,500	12,500	12,500	3,125	12,500	12,500	12,500	-
7690 PCSO Funding	14,250	-	-	-	-	-	-	-	-
<b>New Astro Turf Projects</b>	<b>35,153</b>	<b>21,500</b>	<b>25,422</b>	<b>36,000</b>	<b>3,125</b>	<b>36,000</b>	<b>36,000</b>	<b>32,875</b>	<b>-</b>
7550 Civic Garden Maintenance (Church & Flowerbeds)	911	1,500	782	1,500	138	1,500	1,500	1,500	-
7552 Hanging Baskets	-	-	-	-	-	-	-	-	-
7555 Planters	1,680	2,500	1,680	2,500	-	2,500	2,500	2,500	-
New New Streetscape Strategy	-	5,000	-	-	-	-	-	-	-
New Town Centre Improvements (BforB)	-	5,000	-	-	-	-	-	-	-
<b>Environmental Projects</b>	<b>2,591</b>	<b>14,000</b>	<b>2,462</b>	<b>4,000</b>	<b>138</b>	<b>4,000</b>	<b>4,000</b>	<b>3,862</b>	<b>-</b>

BTC Income Expenditure Current Financial Year

	Actual	Budget	Actual	Budget	Actual	Budget	Predicted	Proposed
	31-Mar-16	2016/17	31-Mar-17	2017/18	30-Jun-17	2017/18	Exp. (JM) 30-Jun-17	Budget 00/01/1900
								Budget Less YTD
<b>EXPENDITURE</b>								
7008 Caretaker Salary	4,543	4,850	4,829	5,000	1,238	5,000	5,000	
7576 Lease/Rent & Rates	3,372	3,500	3,385	4,000	3,443	4,000	4,000	
7577 YC Insurance Costs	100	250	100	250	100	250	250	
7578 Utility Costs	2,906	2,600	2,563	2,700	782	2,700	2,700	
7579/(81) Maintenance/Refurbishment	1,858	2,750	2,300	2,750	5,663	2,750	2,750	
7580 Consumables	282	500	106	250	-	250	250	
<b>Lagley Meadow Youth Centre</b>	<b>13,061</b>	<b>14,450</b>	<b>13,283</b>	<b>14,950</b>	<b>11,226</b>	<b>14,950</b>	<b>14,950</b>	<b>3,724</b>
7642 Highway/Canal Towpath/Cobbles	14,745	12,500	250	1,000	-	1,000	-	
7675/7785 Parish Paths Partnership Expenditure	370	500	191	500	-	500	-	
<b>Highway/Footpath Projects</b>	<b>15,115</b>	<b>13,000</b>	<b>441</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
7779 Election Costs	18,677	-	-	4,000	-	4,000	-	4,000
<b>NEW Election Reserve Funds</b>				<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
7780 Office Equipment	702	-	2,003	200	-	200	-	
7780 Allotment Software	-	-	-	-	-	-	-	
<b>Asset Renewals</b>	<b>702</b>	<b>-</b>	<b>2,003</b>	<b>200</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>200</b>
<b>TOTAL EXPENDITURE</b>	<b>238,467</b>	<b>232,050</b>	<b>207,301</b>	<b>240,349</b>	<b>72,166</b>	<b>232,220</b>	<b>167,413</b>	<b>-</b>
								<b>96.62%</b>

BERKHAMSTED TOWN COUNCIL**FINANCE & POLICY COMMITTEE FINANCIAL PAPERS**

For the extraordinary meeting dated  
14th August 2017 at 2.30pm

**RECEIPTS & PAYMENTS LISTS: 01/04/17 to 30/06/17****RECEIPTS**

Bank cash receipts

 Details attached

Customer Invoices

 Details attached

Customer Credit Notes

 Details attached – N/a**PAYMENTS**

Bank cash payments

 Details attached

Supplier invoices

 Details attached

Supplier Credit Notes

 Details attached

Annual Subscription Payments – year to date

 Details attached

E-mail: Councillor Newton  
Councillor Stevens

Hard copies Town Clerk  
Finance Officer (2 Nr)

**Finance & Policy Committee  
Financial Papers**

**Receipts**

Date: 28/07/2017  
 Time: 14:09:38

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH RECEIPTS (DETAILED)

Date From: 01/04/2017  
 Date To: 30/06/2017

Bank From: 999999999  
 Bank To: 999999999

Transaction From: 1  
 Transaction To: 99,999,999

N/C From: 0  
 N/C To: 99999999999

Dept From: 0  
 Dept To: 999

No	Tr	Bank	N/C	Date	Refn	Details
27730	BR	1245	0577	04/04/2017		Interest earned
27621	BR	1210	0350	20/04/2017	PPP Grant	16/17 PPP Grant Groundwork
27729	BR	1210	2202	27/04/2017	Q4 VAT Refu	Q4 2016 Vat Repayment
27841	BR	1245	0577	04/05/2017		Interest earned
27820	BR	1210	0125	12/05/2017	DBC CiL	CiL from DBC, 01/10 to 31/03/17
27933	BR	1245	0577	05/06/2017		Interest earned

**Totals:**

Dept	Net	Tax T/C	Gross V	B	Bank Rec. Date
0	3,43	0.00 T9	3,43 -	R	30/04/2017
0	300,00	0.00 T0	300,00 N	R	30/04/2017
0	2,338,69	0.00 T9	2,338,69 -	R	30/04/2017
0	3,32	0.00 T9	3,32 -	R	31/05/2017
0	19,650,71	0.00 T0	19,650,71 N	R	31/05/2017
0	3,43	0.00 T9	3,43 -	R	30/06/2017
	<u>22,299,58</u>	<u>0.00</u>	<u>22,299,58</u>		



Date: 28/07/2017  
Time: 13:38:36

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: CUSTOMER INVOICES**

Date From: 01/04/2017  
Date To: 30/06/2017

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Customer From: ZZZZZZZZ  
Customer To: ZZZZZZZZ  
N/C From: 999999999  
N/C To: 999999999

Tran No.	Tp	Date	A/C Ref	Customer's Name	N/C	Inv Ref	Dept	Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
27477	SI	01/04/2017	DBC-FD01	Dacorum Borough Council	0100	DBC Prece0		Annual Precept for 2017/18	186,255.09	0.00	T0	186,255.09	N	-
27480	SI	01/04/2017	DBC-FD01	Dacorum Borough Council	0150	DBC TW 0		Town Warden Salary Grant 2017/18	15,298.80	0.00	T0	15,298.80	N	-
27479	SI	01/04/2017	DBC-FD01	Dacorum Borough Council	0661	DBC Conc0		Grass Cutting, Concurrent Services Grant	3,379.87	0.00	T0	3,379.87	N	-
27478	SI	01/04/2017	DBC-FD01	Dacorum Borough Council	0950	DBC Count0		Council Tax Support Grant 2017/18	3,137.79	0.00	T0	3,137.79	N	-
27462	SI	03/04/2017	HAPPYD01	Happy Days Preschool	0675	147 0		Rental of Lagley Meadow Youth Centre. Rent due for the	12,000.00	0.00	T10	12,000.00	N	-
27649	SI	04/04/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-60_In0		Mathewlynn S, Land Rent	25.00	0.00	T0	25.00	N	-
27644	SI	07/04/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-42_In0		Webb N, Land Rent	25.00	0.00	T0	25.00	N	-
27647	SI	07/04/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-1C_In0		Rowley A, Land Rent	6.25	0.00	T0	6.25	N	-
27648	SI	07/04/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-1D_I 0		Rowley A, Land Rent	6.25	0.00	T0	6.25	N	-
27654	SI	07/04/2017	SUNNYOLD	Allotments Sunnyside Old	0610	SSO-A24B0		Ball D, Water Rates	7.50	0.00	T0	7.50	N	-
27655	SI	07/04/2017	SUNNYOLD	Allotments Sunnyside Old	0610	SSO-A24A0		Ball D, Water Rates	7.50	0.00	T0	7.50	N	-
27645	SI	07/04/2017	SUNNYNE	Allotments Sunnyside New	0610	SSN-42_In0		Webb N, Water Rates	15.00	0.00	T0	15.00	N	-
27646	SI	07/04/2017	SUNNYNE	Allotments Sunnyside New	0612	SSN-42_In0		Webb N, Water Key Purchased	10.00	0.00	T0	10.00	N	-
27651	SI	10/04/2017	DELLFIEL	Allotments Dellfield	0600	DF-17B_In0		Southwood S, Land Rent	12.50	0.00	T0	12.50	N	-
27652	SI	10/04/2017	DELLFIEL	Allotments Dellfield	0610	DF-17B_In0		Southwood S, Water Rates	7.50	0.00	T0	7.50	N	-
27642	SI	10/04/2017	SUNNYNE	Allotments Sunnyside New	0610	SSN-9_Inv0		Goodman B&S, Water Rates	15.00	0.00	T0	15.00	N	-
27643	SI	10/04/2017	SUNNYNE	Allotments Sunnyside New	0612	SSN-9_Inv0		Goodman B&S, Water Key	10.00	0.00	T0	10.00	N	-
27653	SI	10/04/2017	DELLFIEL	Allotments Dellfield	0612	DF-17B_In0		Southwood S, Water Key	10.00	0.00	T0	10.00	N	-
27641	SI	17/04/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-66_In0		Eastman K, Land Rent	25.00	0.00	T0	25.00	N	-
27650	SI	18/04/2017	BUTTSMEA	Allotments Butts Meadow	0600	BM-18_In 0		Holliday N, Land Rent	22.50	0.00	T0	22.50	N	-
27639	SI	18/04/2017	SUNNYNE	Allotments Sunnyside New	0610	SSN-36_In0		Down A, Water Rates	15.00	0.00	T0	15.00	N	-
27640	SI	18/04/2017	SUNNYNE	Allotments Sunnyside New	0612	SSN-36_In0		Down A, Water Key Purchased	10.00	0.00	T0	10.00	N	-
27638	SI	19/04/2017	DELLFIEL	Allotments Dellfield	0600	DF-10_Inv0		Monger R, Land Rent	25.00	0.00	T0	25.00	N	-
27635	SI	28/04/2017	BUTTSMEA	Allotments Butts Meadow	0600	BM-11B_I0		Gielen T, Land Rent	11.25	0.00	T0	11.25	N	-
27636	SI	28/04/2017	BUTTSMEA	Allotments Butts Meadow	0610	BM-11B_I0		Gielen T, Water Rates	6.75	0.00	T0	6.75	N	-
27637	SI	28/04/2017	BUTTSMEA	Allotments Butts Meadow	0612	BM-11B_I0		Gielen T, Water Key Purchased	10.00	0.00	T0	10.00	N	-
27831	SI	02/05/2017	BUTTSMEA	Allotments Butts Meadow	0600	BM-14B_I0		Scotto B, Land Rent	11.25	0.00	T0	11.25	N	-
27829	SI	02/05/2017	BUTTSMEA	Allotments Butts Meadow	0600	BM-30B_I0		Urwin G, Land Rent	11.25	0.00	T0	11.25	N	-
27832	SI	02/05/2017	BUTTSMEA	Allotments Butts Meadow	0610	BM-14B_I0		Scotto B, Water Rates	6.75	0.00	T0	6.75	N	-
27830	SI	02/05/2017	BUTTSMEA	Allotments Butts Meadow	0612	BM-14B_I0		Scotto B, Water Key	10.00	0.00	T0	10.00	N	-
27825	SI	05/05/2017	DELLFIEL	Allotments Dellfield	0600	DF-H_Inv 0		Lambert-Bevan J, Land Rent	12.50	0.00	T0	12.50	N	-

Date: 28/07/2017  
Time: 13:38:36

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: CUSTOMER INVOICES**

Date From: 01/04/2017  
Date To: 30/06/2017

Customer From: 72222222  
Customer To: 72222222

Transaction From: 1  
Transaction To: 99,999,999

N/C From: 999999999  
N/C To: 999999999

Dept From: 0  
Dept To: -999

Tran No.	Trp	Date	A/C Ref	Customer's Name	N/C	Inv Ref	Dept.	Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
27827	SI	05/05/2017	DELLFIEL	Allotments Dellfield	0600	DF-8A_Inv0		Clifton P, Land Rent	12.50	0.00	T0	12.50	N	-
27828	SI	05/05/2017	DELLFIEL	Allotments Dellfield	0610	DF-8A_Inv0		Clifton P, Water Rates	7.50	0.00	T0	7.50	N	-
27826	SI	05/05/2017	DELLFIEL	Allotments Dellfield	0612	DF-8A_Inv0		Clifton P, Water Key	10.00	0.00	T0	10.00	N	-
27822	SI	08/05/2017	BUTTSMEA	Allotments Butts Meadow	0600	BM-3B_Inv0		Weedon J, Land Rent	11.25	0.00	T0	11.25	N	-
27824	SI	16/05/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-61_Inv0		Wiblin R, Land Rent	25.00	0.00	T0	25.00	N	-
27823	SI	19/05/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-54_Inv0		Beere S, Land Rent	25.00	0.00	T0	25.00	N	-
27482	SI	22/05/2017	DBC-FD01	Dacorum Borough Council	0200	148	0	Contribution to Berkhamsted Festival of Light 2017	6,000.00	0.00	T0	6,000.00	N	-
27819	SI	31/05/2017	SUNNYNE	Allotments Sunnyside New	8100	BADDBT	0	Bad Debt Write Off	3.00	0.00	T9	3.00	-	-
27818	SI	31/05/2017	SUNNYNE	Allotments Sunnyside New	8100	BADDBT	0	Bad Debt Write Off	3.00	0.00	T9	3.00	-	-
27884	SI	02/06/2017	SUNNYNE	Allotments Sunnyside New	0612	SSN-59_Inv0		Alexander T, Water Key	10.00	0.00	T0	10.00	N	-
27870	SI	23/06/2017	DELLFIEL	Allotments Dellfield	0610	DF-10_Inv0		Monger R, Water Rates	15.00	0.00	T0	15.00	N	-
27871	SI	23/06/2017	DELLFIEL	Allotments Dellfield	0612	DF-10_Inv0		Monger R, Water Key	10.00	0.00	T0	10.00	N	-
27885	SI	26/06/2017	SUNNYNE	Allotments Sunnyside New	0600	SSN-55a_10		Beere S, Land Rent	12.50	0.00	T0	12.50	N	-
27894	SI	27/06/2017	SUNNYOLD	Allotments Sunnyside Old	0600	SSO-B9B_0		Rippy M, Land Rent	12.50	0.00	T0	12.50	N	-
<b>Totals:</b>									<u>226,563.55</u>	<u>0.00</u>		<u>226,563.55</u>		

**Finance & Policy Committee  
Financial Papers**

**Payments**

Date: 28/07/2017

Time: 13:40:06

Date From: 01/04/2017  
Date To: 30/06/2017

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Bank From: 1210  
Bank To: 1210

N/C From:  
N/C To: 99999999

**Berkhamsted Town Council**  
**ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)**

<u>No</u>	<u>LP</u>	<u>Bank</u>	<u>N/C</u>	<u>Date</u>	<u>Refn</u>	<u>Details</u>	<u>Dept</u>	<u>Net</u>	<u>Tax T/C</u>	<u>Gross Y</u>	<u>B</u>	<u>Bank Rec. Date</u>
27732	BP	1210	7151	28/04/2017		Charges incurred	0	3.32	0.00 T2	3.32 N	R	30/04/2017
27846	BP	1210	7151	31/05/2017		Charges incurred	0	11.94	0.00 T2	11.94 N	R	31/05/2017
27935	BP	1210	7151	30/06/2017		Charges incurred	0	7.70	0.00 T2	7.70 N	R	30/06/2017
<b>Totals:</b>								<u>22.96</u>	<u>0.00</u>	<u>22.96</u>		

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date: 28/07/2017  
Time: 13:40:48

Date From: 01/04/2017  
Date To: 30/06/2017

Supplier From:  
Supplier To: ZZZZZZZZ

Transaction From: 1  
Transaction To: 99,999,999

N/C From:  
N/C To: 999999999

Dept From: 0  
Dept To: 999

<u>Tran No.</u>	<u>Tr Date</u>	<u>A/C Ref</u>	<u>Suppliers Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
27431	PI 01/04/2017	LIND01	David Lindon & Co	7020	103/0864/ 0	Payroll Fee Q4 Jan to Mar 17	120.00	24.00	T1	144.00	N	-
27328	PI 01/04/2017	DBC-FD01	Dacorum Borough Council	7050	90386037 0	BTC Office Rates 01/04/17 to 31/03/18	6,349.96	0.00	T0	6,349.96	N	-
27329	PI 01/04/2017	DBC-FD01	Dacorum Borough Council	7050	600114 14 0	Office Rent & Service Charges 25/03 to 2	2,288.25	0.00	T0	2,288.25	N	-
27357	PI 01/04/2017	HAPTC01	Hertfordshire Association of Parish and Town Councils	7059	1718/11 0	Annual Membership HAPTC 01/04 to 31/	1,128.22	0.00	T0	1,128.22	N	-
27358	PI 01/04/2017	HAPTC01	Hertfordshire Association of Parish and Town Councils	7059	1718/11 0	Annual Membership NALC 01/04 to 31/0	961.59	0.00	T0	961.59	N	-
27330	PI 01/04/2017	DBC-FD01	Dacorum Borough Council	7576	150100 14 0	LMYC Rent 25/03 to 23/06/17	62.50	12.50	T1	75.00	N	-
27327	PI 01/04/2017	DBC-FD01	Dacorum Borough Council	7576	90408221 0	LMYC Rates 01/04/17 to 31/03/18	3,317.53	0.00	T0	3,317.53	N	-
27360	PI 03/04/2017	KCSTSL01	IQuda Ltd	7052	MSP-8463 0	Monthly IT Support	810.00	162.00	T1	972.00	N	-
27363	PI 05/04/2017	DANW01	Apogee Corporation Ltd	7063	4196190 0	Photocopying Costs Jan to March 17	76.35	15.27	T1	91.62	N	-
27365	PI 06/04/2017	VAHDY01	VAH DIY Ltd	7061	INV50852 0	Fittings to Secure Computer to Chamber	5.38	1.07	T1	6.45	N	-
27433	PI 10/04/2017	RM01	Royal Mail	7065	3022227 0	100 x 1st/2nd Class Stamps & Others	137.25	0.00	T2	137.25	N	-
27389	PI 11/04/2017	GRAD01	Gradwell Communications Ltd	7062	1141219 0	Monthly Landline Calls from 11/04 & Mo	28.55	5.71	T1	34.26	N	-
27423	PI 18/04/2017	LIND01	David Lindon & Co	7000	Apr 17 Pay0	Office Payroll Costs - April 17	6,732.51	0.00	T0	6,732.51	N	-
27424	PI 18/04/2017	LIND01	David Lindon & Co	7004	Apr 17 Pay0	TW Payroll Costs - April 17	1,767.99	0.00	T0	1,767.99	N	-
27425	PI 18/04/2017	LIND01	David Lindon & Co	7008	Apr 17 Pay0	YC Caretaker Payroll Costs - April 17	412.53	0.00	T0	412.53	N	-
27432	PI 18/04/2017	ST02	Banner Group Ltd	7054	8953973 0	HP Laserjet Black Cartridge for C Green	114.05	22.81	T1	136.86	N	-
27483	PI 24/04/2017	BGS01	British Gas Services (Commercial) Ltd	7578	BR 2296190	Trace Gas Leak at LMYC, Labour Costs	155.00	31.00	T1	186.00	N	-
27465	PI 25/04/2017	RBLN01	The Royal British Legion	7255	RBL_Gran0	Remembrance Sunday Contrib re Band Co	300.00	0.00	T0	300.00	N	-
27475	PI 27/04/2017	DBC-FD01	Dacorum Borough Council	7578	757320 14 0	Emptying of and Qrtly Rental of Eurobin	179.27	0.00	T0	179.27	N	-
27468	PI 28/04/2017	FCS01	Frank Cooper & Son	7306	56709 0	Grass Cutting 28/04, SSO, SSN & BM	224.00	44.80	T1	268.80	N	-
27471	PI 28/04/2017	ROSS01	Mrs Marie Ross	7351	Inv_28-04-0	Drinks re Mayor's Reception	431.00	0.00	T0	431.00	N	-
27469	PI 30/04/2017	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0417029 0	Hole Punch, Dividers & Punched Pockets	19.47	3.89	T1	23.36	N	-
27467	PI 30/04/2017	SJC01	SJ Cleaning Services Ltd	7066	Inv_30-04-0	Fortnightly Clean 12th & 26th April & Mo	70.00	0.00	T0	70.00	N	-

Date: 28/07/2017  
Time: 13:40:48

Date From: 01/04/2017  
Date To: 30/06/2017

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Supplier From:  
Supplier To: ZZZZZZZZ  
N/C From: 99999999  
N/C To:

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Trans No.	Tr Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
27470	PI 30/04/2017	LEONCL01	Leon's Catering Ltd	7351	NWC23010	89 x Dinners + 3 Musicians Dinners, May	2,040.00	408.00	T1	2,448.00	N	-
27466	PI 01/05/2017	KCSTSL01	IQuada Ltd	7052	MSP-84770	Monthly IT Support - May 17	810.00	162.00	T1	972.00	N	-
27733	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	BM - Sleepers and Path Work, Work re 20	980.00	196.00	T1	1,176.00	N	-
27734	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	SS - Readjust Gates and Fit one Post, Wor	160.00	32.00	T1	192.00	N	-
27735	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	SS - Sleepers and Path Work, Work re 201	700.00	140.00	T1	840.00	N	-
27737	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	SS - Grantham Mews Entrance Flood Dra	1,150.00	230.00	T1	1,380.00	N	-
27739	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	BM - Extra Top Soil & Grass Seed	80.00	16.00	T1	96.00	N	-
27738	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	BM - Anti-Slip Strips re Sleeper Steps	150.00	30.00	T1	180.00	N	-
27736	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	BM - Sleeper Steps between Path Junction	990.00	198.00	T1	1,188.00	N	-
27740	PI 01/05/2017	FCS01	Frank Cooper & Son	7300	36667_27-0	SS - New Gate Post at Grantham Mews	150.00	30.00	T1	180.00	N	-
27464	PI 03/05/2017	TOTAL01	Total Gas & Power	7578	3004557710	YC Gas Costs 31/01 to 30/04/17	449.42	22.47	T5	471.89	N	-
27463	PI 05/05/2017	TOTAL01	Total Gas & Power	7578	3004582400	YC Electricity Costs 01/02 to 30/04/17	132.97	6.66	T5	139.63	N	-
27472	PI 09/05/2017	LIND01	David Lindon & Co	7000	May 17_Pa0	Office Payroll Costs - May 17	6,686.20	0.00	T0	6,686.20	N	-
27473	PI 09/05/2017	LIND01	David Lindon & Co	7004	May 17_Pa0	TW Payroll Costs - May 17	1,767.99	0.00	T0	1,767.99	N	-
27474	PI 09/05/2017	LIND01	David Lindon & Co	7008	May 17_Pa0	YC Caretaker Payroll Costs - May 17	412.53	0.00	T0	412.53	N	-
27476	PI 11/05/2017	GRAD01	Gradwell Communications Ltd	7062	1149495_0	Monthly Landline calls from 11/5 & Mobi	26.23	5.25	T1	31.48	N	-
27749	PI 15/05/2017	BDCC01	Berkhamsted District Chamber of Commerce	7059	BDCC160_0	Berk & District CofC, Annual Membershi	40.00	0.00	T0	40.00	N	-
27484	PI 15/05/2017	SRTTL01	SRT Trading Limited	7550	1033_0	Coombe Gardens Flower Bed Maintenan	32.00	6.40	T1	38.40	N	-
27481	PI 15/05/2017	SWAN01	The Swan Youth Project Limited	7575	Swan Q1_0	Q1 Contribution Swan Youth Project	3,125.00	0.00	T0	3,125.00	N	-
27485	PI 17/05/2017	ST02	Banner Group Ltd	7054	9037236_0	A4 White Paper x 3	37.08	7.42	T1	44.50	N	-
27706	PI 18/05/2017	DBC-FD01	Dacorum Borough Council	7050	600114_14_0	Additional Office Rent 11/05 - 23/06/17	180.82	0.00	T0	180.82	N	-
27707	PI 18/05/2017	DBC-FD01	Dacorum Borough Council	7050	600114_14_0	Additional Office Service Charges 11/05 t	343.20	0.00	T0	343.20	N	-
27708	PI 18/05/2017	DBC-FD01	Dacorum Borough Council	7050	600114_14_0	Additional Office Service Charges 16/01/1	3,744.00	0.00	T0	3,744.00	N	-

Date: 28/07/2017  
Time: 13:40:48

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date From: 01/04/2017  
Date To: 30/06/2017

Supplier From:  
Supplier To: ZZZZZZZZ

Transaction From: 1  
Transaction To: 99,999,999

N/C From:  
N/C To: 999999999

Dept From: 0  
Dept To: 999

<u>Tran No.</u>	<u>In Date</u>	<u>A/C Ref</u>	<u>Suppliers Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
27709	PI 18/05/2017	DBC-FD01	Dacorum Borough Council	7050	60011414 0	Additional Office Rent 16/01/16 to 10/05/17	1,972.60	0.00	T0	1,972.60	N	-
27486	PI 22/05/2017	CS01	The Chiltern Society	7059	2725 17/180	Community Partner Subs - July to June 20	30.00	0.00	T0	30.00	N	-
27767	PI 23/05/2017	CAME01	Came & Company	1103	4237/3679 0	Prepay 2018/19 Insurance Costs 01-04 to	414.00	0.00	T0	414.00	N	-
27768	PI 23/05/2017	CAME01	Came & Company	7000	26679380 0	TW Van Insurance 01/06 to 31/05/18	436.80	0.00	T0	436.80	N	-
27765	PI 23/05/2017	CAME01	Came & Company	7058	4237/3679 0	Council Insurance 01-06 to 31-05-17	2,073.35	0.00	T0	2,073.35	N	-
27766	PI 23/05/2017	CAME01	Came & Company	7577	4237/3679 0	Notional Insurance Cost 01-06 to 31-05-17	100.00	0.00	T0	100.00	N	-
27700	PI 24/05/2017	BHTL01	Berkhamsted Town Hall Trading Ltd	7351	A0456 0	Hire of Great Hall 28/04/17 Mayor's Rece	117.50	23.50	T1	141.00	N	-
27701	PI 24/05/2017	BHTL01	Berkhamsted Town Hall Trading Ltd	7351	A0456 0	Hire of Clock Room 28/04/17 Mayor's Re	29.17	5.83	T1	35.00	N	-
27699	PI 24/05/2017	BHTL01	Berkhamsted Town Hall Trading Ltd	7460	A0459 0	Hire of Great Hall ATM 30/03/17	106.67	21.33	T1	128.00	N	-
27710	PI 30/05/2017	HAPTC01	Hertfordshire Association of Parish and Town Councils	7100	1718/142 0	S Beardshaw Chairmanship Training 07/0	40.00	0.00	T0	40.00	N	-
27705	PI 31/05/2017	DCK01	DCK Accounting Solutions Ltd	7010	TPC7562 0	Accountants mileage, 186 miles @ 0.45p/	83.70	16.74	T1	100.44	N	-
27704	PI 31/05/2017	DCK01	DCK Accounting Solutions Ltd	7010	TPC7562 0	Accounting Services re 16/17 Financial Y	525.00	105.00	T1	630.00	N	-
27703	PI 31/05/2017	DCK01	DCK Accounting Solutions Ltd	7010	TPC7562 0	Accounting Services re 16/17 Financial Y	390.00	78.00	T1	468.00	N	-
27702	PI 31/05/2017	DCK01	DCK Accounting Solutions Ltd	7010	TPC7561 0	Vat Partial Exemption Calc FY 13/14 to	390.00	78.00	T1	468.00	N	-
27714	PI 31/05/2017	SJC01	SJ Cleaning Services Ltd	7066	Inv_31-05-0	Fortnightly Clean 24/04 & 10/05 & Month	70.00	0.00	T0	70.00	N	-
27748	PI 31/05/2017	FCS01	Frank Cooper & Son	7306	36911 0	Grass Cutting 19/05, SSO, SSN & BM	224.00	44.80	T1	268.80	N	-
27715	PI 31/05/2017	SRTTL01	SRT Trading Limited	7550	1051 0	London Road Maint. 18/05 & Bark for M	42.00	8.40	T1	50.40	N	-
27877	PI 01/06/2017	SMITH01	Smith of Derby Ltd	1103	0000099480	Prepay Delisle Clock Service Agreement,	342.00	68.40	T1	410.40	N	-
27711	PI 01/06/2017	KCSTSL01	IQuada Ltd	7052	MSP-8492 0	Monthly IT Support, June 17	810.00	162.00	T1	972.00	N	-
27876	PI 01/06/2017	SMITH01	Smith of Derby Ltd	7064	0000099480	Delisle Clock Service Agreement, 3 years,	171.00	34.20	T1	205.20	N	-
27713	PI 02/06/2017	PLAYGF01	Playground Facilities Ltd	7579	970 0	Remove Concrete and replace with Tampe	912.00	182.40	T1	1,094.40	N	-
27712	PI 02/06/2017	PLAYGF01	Playground Facilities Ltd	7579	970 0	Removal of MUGA LMYC & Making Go	4,713.66	942.73	T1	5,656.39	N	-
27750	PI 06/06/2017	AMBER01	Amber Signs	7450	HMS1124 0	Update of Honours Board, T Ritchie, C Gr	45.00	9.00	T1	54.00	N	-

**Berkhamsted Town Council**

**ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)**

Date: 28/07/2017  
Time: 13:40:48

Date From: 01/04/2017  
Date To: 30/06/2017

Transaction From: 1  
Transaction To: 99,999,999

Dept From: 0  
Dept To: 999

Supplier From: ZZZZZZZZ  
Supplier To: 999999999

<u>Tran No.</u>	<u>Tr Date</u>	<u>A/C Ref</u>	<u>Suppliers Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
27757	PI 07/06/2017	VAHDY01	VAH DIY Ltd	7579	INV51592 0	Doorbell for YC	33.32	6.66	T1	39.98	N	-
27758	PI 07/06/2017	VAHDY01	VAH DIY Ltd	7579	INV51593 0	Duracell Battery for YC Doorbell	4.16	0.83	T1	4.99	N	-
27754	PI 11/06/2017	GRAD01	Gradwell Communications Ltd	7062	I157778 0	Monthly Landline Calls from 11/06 & Mo	29.57	5.91	T1	35.48	N	-
27755	PI 12/06/2017	POL01	Post Office Ltd	7095	LP13 LFW0	Vehicle Tax for TW Van LP13 LFW 01/0	240.00	0.00	T0	240.00	N	-
27881	PI 12/06/2017	CDA01	Community Development Action	7059	CDA/Mcm0	CDA Annual Membership April 17 to Mar	35.00	0.00	T0	35.00	N	-
27874	PI 12/06/2017	KCSTSL01	iQuda Ltd	7062	84984 0	2 Replacement Yealink Telephones for Ad	162.50	32.50	T1	195.00	N	-
27745	PI 15/06/2017	LIND01	David Lindon & Co	7000	Jun 17 Pay0	Office Payroll Costs - June 17	6,686.20	0.00	T0	6,686.20	N	-
27746	PI 15/06/2017	LIND01	David Lindon & Co	7004	Jun 17 Pay0	TW Payroll Costs - June 17	1,767.99	0.00	T0	1,767.99	N	-
27747	PI 15/06/2017	LIND01	David Lindon & Co	7008	Jun 17 Pay0	YC Caretaker Payroll Costs - June 17	412.53	0.00	T0	412.53	N	-
27753	PI 16/06/2017	DBC-FD01	Dacorum Borough Council	7050	600114 14 0	Office Service Charges, 24/06 to 28/09/17	1,250.00	0.00	T0	1,250.00	N	-
27752	PI 16/06/2017	DBC-FD01	Dacorum Borough Council	7050	600114 14 0	Office Rent, 24/06 to 28/09/17	2,125.00	0.00	T0	2,125.00	N	-
27756	PI 16/06/2017	SRTTL01	SRT Trading Limited	7550	1057 0	Coombe Gardens Maintenance 25/05/17	32.00	6.40	T1	38.40	N	-
27751	PI 16/06/2017	DBC-FD01	Dacorum Borough Council	7576	150100 14 0	YC Rent 24-06 to 28-09-17	62.50	12.50	T1	75.00	N	-
27743	PI 19/06/2017	ALLEN01	Allen & Couser Ltd	7005	56118 0	TW Van LP13 LFW, Interim Service	126.92	25.38	T1	152.30	N	-
27744	PI 19/06/2017	ALLEN01	Allen & Couser Ltd	7005	56118 0	TW Van LP13 LFW, MoT	54.85	0.00	T0	54.85	N	-
27898	PI 24/06/2017	BAR-01	B-A-R Electrical & Mechanical Services Ltd	7300	INV1001 0	DISPUTE Replace 24 Filler Valves all AI	811.68	162.33	T1	974.01	N	-
27883	PI 26/06/2017	MCPC01	MCPC Systems (UK) Ltd	7002	3160 0	1.5 days Training for Town Council	1,160.00	232.00	T1	1,392.00	N	-
27882	PI 27/06/2017	DBC-FD01	Dacorum Borough Council	7578	737320 14 0	LMYC Trade Refuse Charges 01/07 to 30/	179.27	0.00	T0	179.27	N	-
27880	PI 29/06/2017	SRTTL01	SRT Trading Limited	7550	1074 0	Coombe Gardens Maintenance 22/06/17	32.00	6.40	T1	38.40	N	-
27878	PI 30/06/2017	ALLSTAR1	Allstar Business Solutions Ltd	7005	E2008461 0	Diesel for TW Van	37.08	7.42	T1	44.50	N	-
27890	PI 30/06/2017	LIND01	David Lindon & Co	7020	103/0864/ 0	Payroll Admin Fee Q1	120.00	24.00	T1	144.00	N	-
27888	PI 30/06/2017	HCC-CS01	Hertfordshire County Council (County Supplies)	7054	H0617056 0	A-Z Dividers	5.92	1.18	T1	7.10	N	-
27899	PI 30/06/2017	SIC01	SJ Cleaning Services Ltd	7066	Inv 30-06- 0	Fortnightly Clean 07/06 & 21/06, Monthly	70.00	0.00	T0	70.00	N	-



Date: 28/07/2017  
 Time: 13:40:48

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)

Date From: 01/04/2017  
 Date To: 30/06/2017

Supplier From:  
 Supplier To: ZZZZZZZZ

Transaction From: 1  
 Transaction To: 99,999,999

N/C From:  
 N/C To: 999999999

Dept From: 0  
 Dept To: 999

<u>Tran No.</u>	<u>In Date</u>	<u>A/C Ref</u>	<u>Suppliers Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
27897	Pl 30/06/2017	FCS01	Frank Cooper & Son	7300	37112	0 Work on Steps & Improvements (Prev Dis	680.00	136.00	T1	816.00	N	-
27889	Pl 30/06/2017	FCS01	Frank Cooper & Son	7306	37125	0 Grass Cutting SSO, SSN & BM on 26/06/	224.00	44.80	T1	268.80	N	-
27879	Pl 30/06/2017	BERKFST1	Berkofest	7755	Grant_FP 40	Grant re Berkofest Portillos	500.00	0.00	T0	500.00	N	-
<u>Totals</u>							80,759.78	4,297.89		85,057.67		

Date: 28/07/2017  
 Time: 13:41:20

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: SUPPLIER CREDIT NOTES

Date From: 01/04/2017  
 Date To: 30/06/2017  
 Transaction From: 1  
 Transaction To: 99,999,999  
 Dept From: 0  
 Dept To: 999

Supplier From:  
 Supplier To: ZZZZZZZZ  
 N/C From:  
 N/C To: 999999999

<u>Tran No.</u>	<u>TP</u>	<u>Date</u>	<u>A/C Ref</u>	<u>Supplier Name</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
27718	PC	01/06/2017	DBC-FD01	Dacorum Borough Council	7050	60011414	0	Credit re Inv 1416421, Rates Increase C	129.29	0.00	T0	129.29	N	-
27716	PC	06/06/2017	BTHTL01	Berkhamsted Town Hall Trading Ltd	7351	A0456	0	Credit re Hire of Great Hall 22/04/16, In	117.50	23.50	T1	141.00	N	-
27717	PC	06/06/2017	BTHTL01	Berkhamsted Town Hall Trading Ltd	7351	A0456	0	Credit re Hire of Clock Room 22/04/16,	29.17	5.83	T1	35.00	N	-
<u>Totals</u>									<u>275.96</u>	<u>29.33</u>		<u>305.29</u>		

Date: 28/07/2017  
 Time: 13:43:34

**Berkhamsted Town Council**

Page: 1

**1.Nominal Activity - Excluding No Transactions**

Date From: 01/04/2017  
 Date To: 30/06/2017

N/C From: 7059  
 N/C To: 7059

Transaction From: 1  
 Transaction To: 99,999,999

N/C: 7059      Name: Subscriptions      Account Balance: 2,194.81 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
27357	PI	01/04/2017	HAPTC01	1718/11	Annual Membership HAPTC	0	T0	1,128.22	1,128.22		N	-
27358	PI	01/04/2017	HAPTC01	1718/11	Annual Membership NALC	0	T0	961.59	961.59		N	-
27486	PI	22/05/2017	CS01	2725 17/18	Community Partner Subs - July	0	T0	30.00	30.00		N	-
27749	PI	15/05/2017	BDCC01	BDCC16026	Berk & District CofC, Annual	0	T0	40.00	40.00		N	-
27881	PI	12/06/2017	CDA01	CDA/Mem/1	CDA Annual Membership April	0	T0	35.00	35.00		N	-
<b>Totals:</b>									2,194.81			
<b>History Balance:</b>									2,194.81			