

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	
18/06/2021	0826AJJ188	Travis Perkins	£17.38	Mortar x2			
16/06/2021	0826AJJ087	Travis Perkins	£4.94	Plasticiser x1			
15/06/2021	0826AJJ069	Travis Perkins	£29.54	Paving coarse, mortar x2			
23/06/2021	23/06/2021	Yeomans Canyon Tours Ltd	£57.60	TIC bookings - coach trips x2			
24/06/2021	3840	Iain A Selkirk FCA	£280.00	Internal audit year ended 31 March 2021			
25/06/2021	57	Fugue Visions Ltd	£75.00	TIC stock-Walenty Pytel Books x3			
29/06/2021	INV-1899	Point to Point Services P2P	£54.12	First Aid Kit			
29/06/2021	14690	Microshade Business Consultants Ltd	£300.00	Accounting Support June 2021			
29/06/2021	568064	CleanMy	£23.98	Washing up liquid x2			
25/06/2021	CSUK OU/INV/1083 22	Balfour Beatty	£125.00	Road closure fee 2nd July			
25/06/2021	25/06/2021	Sheila Ellison	£126.00	TIC stock - honey x36			
N/A	N/A	Leominster Allotment Association	£247.50	LAA feeS from Jan 2021 to 24/06/2021			
23/06/2021	0826AJJ368	Travis Perkins	£12.10	building sand x4			
30/06/2021	30/06/2021	David Cope Art	£105.70	Art Exhibition sale June2021			
24/06/2021	51654	Border Office Supplies & Systems BOSS	£10.80	printing and copying			
25/06/2021	LNJUL0522	The Leominster News	£120.00	July 2021 issue			
30/06/2021	6732	Bromyard Launderette	£101.80	Laundry for Flat - June 2021			
30/06/2021	637208	Leominster Building Supplies	£34.49	Wood filler, tin snips, staples			
28/06/2021	511193	Arrow Plant & Tool Hire	£11.22	Autostop connector, threadlock,linemarker			
21/06/2021	510870	Arrow Plant & Tool Hire	£58.80	Hire - cement mixer & transformer			
15/06/2021	510669	Arrow Plant & Tool Hire	£105.84	Hire-cement mixer & transformer			
30/06/2021	175295	Quickskip	£78.00	Wheelie bins			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	07/07/2021
01/07/2021	568260	Cleanmy	£223.21	Various cleaning and hygiene products			
01/07/2021	568259	Cleanmy	£26.46	gloves x5			
01/07/2021	568258	Cleanmy	£35.99	Soap 5 litre			
01/07/2021	568261	Cleanmy	£13.56	Blue paper towels			
05/07/2021	568489	Cleanmy	£4.27	Foil blanket x4			
05/07/2021	568488	Cleanmy	£79.72	First Aid kit x4, wall bracket			
05/07/2021	568487	Cleanmy	£49.90	Sanitizer Case of 6			
01/07/2021	MQI-2682	Millennium Quest Limited	£18,955.20	Christmas lights & decorations			
07/07/2021	27	Global Publications Equity House	£75.00	TIC stock-calendars x15			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	07/07/2021
N/A	N/A	HMRC	£4,556.55	PAYE & NI P32 - July 2021 Month 4			
14/07/2021	5133	Roundabout Stationery	£57.72	Office supplies - stationery			
29/06/2021	0826AJJ573	Travis Perkins	£55.97	timber, staples, handsaw			
15/07/2021	N/A	Herefordshire Council	£480.00	Green sacks	15/07/2021	paid by card	
12/07/2021	331243	Tallis Amos Group TAG	£104.48	Strimmer repair			
09/07/2021	G3414	Groundwork & Leisure Services Ltd	£984.00	Repairs to ramps - skatepark			
15/07/2021	569266	Cleanmy	£67.52	Fist Aid kits			
12/07/2021	8753	Frank's Luxury Biscuit Company Limited	£176.43	TIC stock-biscuits			
14/07/2021	INV-1214	Primeflow Ltd t/a Newton Court Cider	£21.60	TIC stock - Press cider 2L x3			
09/07/2021	4316	Fircone Books Ltd	£132.56	TIC stock - books x 14			
09/07/2021	09/07/2021	Bridget Middleton	£75.00	TIC stock - postcards x300			
01/07/2021	001656	Etnam News	£11.63	Tea, coffee, milk 01/05/2021 to 03/07/2021			
04/07/2021	3972	shine On Window Cleaners	£46.00	window cleaning			
12/07/2021	N/A	Herefordshire Council	£23.00	Premises Licence transfer fee	12/07/2021	paid by card	
12/07/2021	DS-ASE-INV-GB-2021-86286249	Amazon	£23.99	LED bulbs x12	12/07/2021	paid by card	
28/05/2021	1474	Haven Distillery	£165.60	TIC stock - Gin 70cl x 6			
13/07/2021	0583	Invision	£15.00	Cordless mouse for TIC			
10/07/2021	33	P. Evans (Honey)	£67.50	TIC stock - honey x 15 jars			
09/07/2021	0826AJJ974	Travis Perkins	£13.89	cement, building sand x3			
09/07/2021	0826AJK017	Travis Perkins	£216.00	Airdri dryer x2			
21/07/2021	AUB9215	Aubergine 262 Ltd	£1,564.80	Set up TIC website			
N/A	N/A	Ellis Whittam	£1,005.60	Training pack for council employees - 3yrs			
21/07/2021	569631	Cleanmy	£12.91	Antibac wipies			
21/07/2021	569632	Cleanmy	£74.32	Toilet rolls, visors x6, Hi-viz waistcoat			
23/07/2021	14762	Microshade Business Consultants Ltd	£820.02	IT hosting services			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance and General Purposes</u>								
<u>101 Administration - Central Costs</u>								
1076 Precept	0	272,268	544,536	272,268			50.0%	
Administration - Central Costs :- Income	0	272,268	544,536	272,268			50.0%	0
4012 Software, IT and Support	969	3,101	7,000	3,899		3,899	44.3%	
4014 Website	30	110	1,000	890		890	11.0%	
4016 Photocopier	0	396	3,000	2,604		2,604	13.2%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	458	1,000	542		542	45.8%	
4030 Telephone	369	924	4,000	3,076		3,076	23.1%	
4035 Postage	14	93	250	157		157	37.1%	
4040 Printing and Stationery	132	259	1,000	741		741	25.9%	
4048 Subscriptions	0	2,459	3,300	841		841	74.5%	
4050 Insurance	0	8,255	7,500	(755)		(755)	110.1%	
4900 Contingency	655	670	2,000	1,330		1,330	33.5%	
Administration - Central Costs :- Indirect Expenditure	2,168	16,725	31,050	14,325	0	14,325	53.9%	0
Net Income over Expenditure	(2,168)	255,543	513,486	257,943				
<u>105 Corporate Management</u>								
4000 Salaries	12,563	36,042	152,000	115,958		115,958	23.7%	
4008 Travel and Subsistance	0	44	1,000	956		956	4.4%	
4010 Conferences and Training	200	355	2,500	2,145		2,145	14.2%	
4125 Bank Charges	59	466	1,250	784		784	37.3%	
4130 Accountancy/Corporate Gov.	250	1,430	2,200	770		770	65.0%	
4131 Internal Audit	280	280	600	320		320	46.7%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	0	0	750	750		750	0.0%	
4140 Employment/Health & Safety	0	0	2,140	2,140		2,140	0.0%	
Corporate Management :- Indirect Expenditure	13,351	38,616	163,940	125,324	0	125,324	23.6%	0
Net Expenditure	(13,351)	(38,616)	(163,940)	(125,324)				
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	1,050	2,000	950		950	52.5%	
4211 Mayor Making	0	0	1,000	1,000		1,000	0.0%	
4212 Civic Events	0	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	0	500	500		500	0.0%	
4220 Civic Officers	0	0	500	500		500	0.0%	
Democratic Services :- Indirect Expenditure	0	1,050	6,250	5,200	0	5,200	16.8%	0
Net Expenditure	0	(1,050)	(6,250)	(5,200)				
<u>115 Grants</u>								
4235 General Grants	0	110	9,000	8,890		8,890	1.2%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	0	7,000	7,000		7,000	0.0%	
4238 Youth Funding	0	0	4,500	4,500		4,500	0.0%	
4242 Leominster Meeting Centre	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	1,110	29,500	28,390	0	28,390	3.8%	0
Net Expenditure	0	(1,110)	(29,500)	(28,390)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	2,821	5,669	17,000	11,331			33.3%	
1403 Income Flat	1,375	2,809	13,000	10,191			21.6%	
Corn Square :- Income	4,196	8,478	30,000	21,522			28.3%	0
4180 Cleaning	383	1,115	4,000	2,885		2,885	27.9%	
4181 Window Cleaning	46	92	600	508		508	15.3%	
4182 Electricity	204	375	3,000	2,625		2,625	12.5%	
4183 Gas	222	486	3,000	2,514		2,514	16.2%	
4185 Business Rates	1,010	3,035	11,500	8,465		8,465	26.4%	
4186 Water Rates	90	309	1,500	1,192		1,192	20.6%	
4187 Repairs and Renewals	188	1,202	3,000	1,798		1,798	40.1%	
4188 Fixtures and Fittings	47	443	2,000	1,557		1,557	22.1%	
4700 Loan Repayments	0	0	27,000	27,000		27,000	0.0%	
Corn Square :- Indirect Expenditure	2,190	7,055	55,600	48,545	0	48,545	12.7%	0
Net Income over Expenditure	2,005	1,423	(25,600)	(27,023)				
<u>130 Tourist Information</u>								
1010 Income-Commission	219	219	1,400	1,181			15.6%	
1510 Income-Coach trips	0	64	8,000	7,936			0.8%	
1511 Income-Books & Maps	400	856	4,900	4,044			17.5%	
1512 Income-Cards	141	378	1,400	1,022			27.0%	
1513 Income-Souvenirs	210	492	6,600	6,108			7.4%	
1514 Income-Food/Drinks	279	764	4,500	3,736			17.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1515 Income-Craft	91	846	2,400	1,554			35.2%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	1,297	2,610	6,750	4,140			38.7%	
Tourist Information :- Income	2,638	6,229	36,250	30,021			17.2%	0
3000 Cost of Sales	0	822	0	(822)		(822)	0.0%	
3010 Costs-Coach Trips	58	58	8,000	7,942		7,942	0.7%	
3011 Costs-Books and Maps	269	269	4,375	4,106		4,106	6.2%	
3012 Costs-Cards	0	0	1,250	1,250		1,250	0.0%	
3013 Costs-Souvenirs	0	0	5,900	5,900		5,900	0.0%	
3014 Costs-Food/Drink	291	595	4,050	3,455		3,455	14.7%	
3015 Costs-Craft	1,057	1,057	2,150	1,093		1,093	49.1%	
3016 Costs-Advertising	0	0	275	275		275	0.0%	
4000 Salaries	4,036	12,163	54,000	41,837		41,837	22.5%	
4028 Green Sacks Purchase	1,200	2,400	6,000	3,600		3,600	40.0%	
Tourist Information :- Indirect Expenditure	6,912	17,363	86,000	68,637	0	68,637	20.2%	0
Net Income over Expenditure	(4,274)	(11,134)	(49,750)	(38,616)				
Finance and General Purposes :- Income	6,834	286,975	610,786	323,811			47.0%	
Expenditure	24,621	81,919	372,340	290,421	0	290,421	22.0%	
Movement to/(from) Gen Reserve	(17,788)	205,056						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment and Services</u>								
<u>201 Open Spaces</u>								
1020 Sale of Assets	0	155	0	(155)			0.0%	
Open Spaces :- Income	0	155	0	(155)				0
4000 Salaries	10,353	30,997	146,000	115,003		115,003	21.2%	
4006 Uniforms	(20)	319	2,500	2,181		2,181	12.7%	
4027 Equipment	0	173	2,000	1,827		1,827	8.6%	
4187 Repairs and Renewals	0	0	2,000	2,000		2,000	0.0%	
4300 Maintenance	(454)	(205)	6,000	6,205		6,205	(3.4%)	
4312 P3 Scheme	0	0	1,000	1,000		1,000	0.0%	
4313 Lengthman Scheme	0	0	1,000	1,000		1,000	0.0%	
4320 Vehicle Maintenance	0	615	3,000	2,385		2,385	20.5%	
4321 Vehicle Fuel	457	814	3,000	2,186		2,186	27.1%	
4351 Waste	65	1,989	7,000	5,011		5,011	28.4%	
4355 Tree Management	0	0	5,000	5,000		5,000	0.0%	
4356 Climate Management	0	0	1,528	1,528		1,528	0.0%	
Open Spaces :- Indirect Expenditure	10,401	34,701	180,028	145,327	0	145,327	19.3%	0
Net Income over Expenditure	(10,401)	(34,547)	(180,028)	(145,481)				
<u>202 Depot</u>								
4050 Insurance	0	706	500	(206)		(206)	141.1%	
4180 Cleaning	0	0	900	900		900	0.0%	
4182 Electricity	33	98	800	702		702	12.2%	
4184 Rent	1,219	1,219	3,700	2,481		2,481	32.9%	
4185 Business Rates	170	516	2,100	1,584		1,584	24.6%	
4186 Water Rates	50	150	550	400		400	27.3%	
4187 Repairs and Renewals	0	0	200	200		200	0.0%	
4188 Fixtures and Fittings	0	0	800	800		800	0.0%	
Depot :- Indirect Expenditure	1,471	2,688	9,550	6,862	0	6,862	28.1%	0
Net Expenditure	(1,471)	(2,688)	(9,550)	(6,862)				
<u>203 Allotments</u>								
1120 Income-Allotments	948	5,308	5,000	(308)			106.2%	
Allotments :- Income	948	5,308	5,000	(308)			106.2%	0
4184 Rent	113	340	1,400	1,060		1,060	24.3%	
4186 Water Rates	50	149	500	352		352	29.7%	
4300 Maintenance	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	163	489	2,900	2,411	0	2,411	16.9%	0
Net Income over Expenditure	785	4,819	2,100	(2,719)				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	0	0	16,000	16,000			0.0%	
Market :- Income	0	0	16,000	16,000			0.0%	0
4005 Market Management	0	0	6,000	6,000		6,000	0.0%	
4048 Subscriptions	0	369	358	(11)		(11)	103.1%	
Market :- Indirect Expenditure	0	369	6,358	5,989	0	5,989	5.8%	0
Net Income over Expenditure	0	(369)	9,642	10,011				
<u>220 Central Area Toilets</u>								
4185 Business Rates	165	492	0	(492)		(492)	0.0%	
4186 Water Rates	0	0	1,500	1,500		1,500	0.0%	
Central Area Toilets :- Indirect Expenditure	165	492	1,500	1,008	0	1,008	32.8%	0
Net Expenditure	(165)	(492)	(1,500)	(1,008)				
<u>225 The Grange Toilets</u>								
4182 Electricity	46	120	1,100	980		980	10.9%	
4186 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4300 Maintenance	0	0	500	500		500	0.0%	
The Grange Toilets :- Indirect Expenditure	46	120	3,600	3,480	0	3,480	3.3%	0
Net Expenditure	(46)	(120)	(3,600)	(3,480)				
<u>250 Economic Development</u>								
4023 Newsletter	120	480	1,560	1,080		1,080	30.8%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	129	129	1,000	871		871	12.9%	
4370 Leominster in Bloom	0	500	500	0		0	100.0%	
4375 CCTV	2,786	5,545	15,000	9,455		9,455	37.0%	
4380 Festive Lights	0	0	17,500	17,500		17,500	0.0%	
Economic Development :- Indirect Expenditure	3,035	6,654	35,810	29,156	0	29,156	18.6%	0
Net Expenditure	(3,035)	(6,654)	(35,810)	(29,156)				
<u>260 Capital Projects</u>								
4700 Loan Repayments	0	0	15,200	15,200		15,200	0.0%	
4715 Secret Garden-Loan Funded	1,137	3,320	0	(3,320)		(3,320)	0.0%	
Capital Projects :- Indirect Expenditure	1,137	3,320	15,200	11,880	0	11,880	21.8%	0
Net Expenditure	(1,137)	(3,320)	(15,200)	(11,880)				
Environment and Services :- Income	948	5,463	21,000	15,537			26.0%	
Expenditure	16,419	48,833	254,946	206,113	0	206,113	19.2%	
Movement to/(from) Gen Reserve	(15,471)	(43,370)						

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	0	4,500	4,500		4,500	0.0%	
Planning and Highways :- Indirect Expenditure	0	0	4,500	4,500	0	4,500	0.0%	0
Net Expenditure	0	0	(4,500)	(4,500)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	0	4,500	4,500	0	4,500	0.0%	
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
<u>901 Earmarked Reserves</u>								
9000 Election Reserve	0	0	14,545	14,545		14,545	0.0%	
9001 CCTV Reserve	1,706	1,706	4,500	2,794		2,794	37.9%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equipment Rolling Programme	0	0	21,325	21,325		21,325	0.0%	
9004 Play Equipment Reserve	0	0	15,500	15,500		15,500	0.0%	
9005 Precept Support Reserve	0	0	18,596	18,596		18,596	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	13,513	13,513		13,513	0.0%	
9008 Unspent Loans	0	0	145,150	145,150		145,150	0.0%	
Earmarked Reserves :- Indirect Expenditure	<u>1,706</u>	<u>1,706</u>	<u>261,479</u>	<u>259,773</u>	<u>0</u>	<u>259,773</u>	<u>0.7%</u>	<u>0</u>
Net Expenditure	<u>(1,706)</u>	<u>(1,706)</u>	<u>(261,479)</u>	<u>(259,773)</u>				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	1,706	1,706	261,479	259,773	0	259,773	0.7%	
Movement to/(from) Gen Reserve	<u>(1,706)</u>	<u>(1,706)</u>						
Grand Totals:- Income	7,781	292,438	631,786	339,348			46.3%	
Expenditure	42,746	132,458	893,265	760,807	0	760,807	14.8%	
Net Income over Expenditure	<u>(34,965)</u>	<u>159,980</u>	<u>(261,479)</u>	<u>(421,459)</u>				
Movement to/(from) Gen Reserve	<u>(34,965)</u>	<u>159,980</u>						

2021/22 Month 3 Budget Notes

These notes are intended to accompany the budget reports for the end of month 2 of 2021/22 financial year. Comments on expenditure and income are listed by budget heading and cost centre.

101: Administration – Central Costs

4012: Software, IT and Support

- Expenditure includes end of year external accounting support for 2020/21 financial year.

4127: Equipment

- Two new laptops and some secure office cabinets have been purchased at the beginning of the financial year.

4035: Postage

- Postage costs are higher at the beginning of the year due to the allotment invoices being sent out. We do not generally post out any letters the rest of the year.

4048: Subscriptions

- Subscriptions renew at the beginning of the financial year except SLCC membership which is due January 2022.

4050: Insurance

- Insurance cover renews at the beginning of the financial year. This includes vehicle cover, buildings and contents, employer's liability and public liability. This year the cost has risen but also includes cover for the new chipper.

105: Corporate Management

4130: Accountancy/Corporate Governance

- Expenditure is high at the beginning of the financial year, as it includes end of year accounting support.

110: Democratic Services

4210: Mayor's Allowance

- £1000 donated to Mayor's charity by previous mayor and collection money from a previous event needs to be allocated back to this cost centre.

125: Corn Square

4180: Cleaning

- Spend still high due to COVID-19 additional cleaning/PPE requirements. This is anticipated to decrease slowly over the course of the year.

130: Tourist Information Centre Income

- Income now beginning to pick up, especially commission from The Stable Gallery.

4028 & 1519: Green sacks purchase and income

- Green refuse sacks are still being sold on request from Herefordshire Council. Sale cost includes purchase costs, plus a small subsidiary to cover cost of sales. Sale price is consistent with other local retail outlets.

201: Open Spaces

1020: Sale of Assets

- This is a new category for the sale of cardboard from our business recycling and scrap metal no longer required for our activities.

202: Depot

4050: Insurance

- The budget was based on last year's figure, which was only part of a full year so there will be an overspend.

203: Allotments

1120: Income

- This includes the collection of the Allotment Association membership which needs to be periodically paid over to them.

205: Market

4048: Subscriptions

- Rise in subscription cost.