

NEWTON ABBOT TOWN COUNCIL

INTERNAL AUDIT

31st December 2023

Opening Balance	£ 655,970.36
Misc. Income	£ 13,683.89
Total Income	£ 669,654.25
LESS:	
Expenditure	£ 112,087.71
TOTAL EXPENDITURE	£ 112,087.71
BALANCE as of 31st December 2023 Business Call & Current Account:	£ 557,566.54

Balances as of 31st December 2023

Current Account	£ 100.00
Business Call Account	£ 557,466.54
Petty Cash Account	£ 200.00
Total Cash in hand at bank	£

Total: £557,766.54

Balance of CCLA fund at 31st December 2023

£434,696.00

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current/Instant Access A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c 00180697	31/12/2023	4	100.00
Business Instant Access 895602	31/12/2023	2	557,421.54
			<hr/> 557,521.54
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			557,521.54
<u>Unpresented Receipts (Plus)</u>			
07/12/2023		45.00	
			<hr/> 45.00
			557,566.54
		Balance per Cash Book is :-	557,566.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 03/01/2024

Newton Abbot Town Council Current Year

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Current/Instant Access A/c

Payments made between 01/12/2023 and 31/12/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
1st Office	07/12/2023	DD	Staple refills	212.81	42.56	255.37	S
AIMBS	15/12/2023	DD	Donation station charges	40.11	0.00	40.11	Z
Alchemy Systems (Western) Ltd	01/12/2023	DD	IT licence payments	1,400.84	280.17	1,681.01	S
Arval BNP Paribas Group	01/12/2023	1	Rental DY68 KZX & HN22	671.15	0.00	671.15	VAT
Astra Fixing Supplies Ltd	05/12/2023	BACS	3 REPAIR EXPRESS TUBES	14.97	2.99	17.96	S
Biffa Waste Services Ltd	01/12/2023	2	NP refuse coll 30/12 -	1,512.42	0.00	1,512.42	VAT
BigTopMania	01/12/2023	1	VIC EVE entertainment	300.00	0.00	300.00	VAT
Brandon Hire	01/12/2023	CORR	CONTRA	-194.47	-38.90	-233.37	S
	05/12/2023	BACS	Portaloo hire TQ	194.50	38.90	233.40	S
				0.03	0.00	0.03	
Brandon Hire Ltd	01/12/2023	3	3 DAYS LOO HIRE TQ	233.37	0.00	233.37	VAT
British Telecom	01/12/2023	4	Telephony charges 1/12-	280.68	0.00	280.68	VAT
CF Corporate Finance	01/12/2023	DD	Lease pment 2 photocopiers	1,547.77	309.55	1,857.32	S
City Electrical	06/12/2023	BACS	Light bulbs	10.60	2.12	12.72	S
	20/12/2023	BACS	Trunking	9.66	1.93	11.59	S
	20/12/2023	BACS	2 pin lamp bulb	4.15	0.83	4.98	S
				24.41	4.88	29.29	
Corona Energy	01/12/2023	5	GLS elec 1st - 30th Nov 23	59.02	0.00	59.02	VAT
Creation Myth Puppets	01/12/2023	BACS	2nd inv artist/puppet/hall fee	6,550.00	0.00	6,550.00	Z
DCK Payroll Solutions	01/12/2023	6	DEC 23 PAYROLL	60,714.13	0.00	60,714.13	VAT
Empyrean Digital Limited	01/12/2023	7	Mthly hosting & support w/site	570.00	0.00	570.00	VAT
Everflow Water Limited	25/12/2023	DD	War Memorial water chg	47.03	0.00	47.03	Z
Flying Colours Entertainment L	01/12/2023	9	Stilt Walker Policeman 6/12	498.00	0.00	498.00	VAT
Fools Paradise Ltd	01/12/2023	10	Performers 20th December	2,052.00	0.00	2,052.00	VAT

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Payments made between 01/12/2023 and 31/12/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Fuel Genie Business							
	01/12/2023	11	Fuel HN22 EHE DY68 KZX	262.08	0.00	262.08	VAT
Fuzzy Duck Creative							
	06/12/2023	BACS	Fix of AV for museum	390.00	78.00	468.00	S
Haldon String Quartet RAllnatt							
	20/12/2023	BACS	Xmas concert in Museum	600.00	0.00	600.00	Z
Hot House Combo							
	05/12/2023	BACS	Performances 6 & 20/12	600.00	0.00	600.00	Z
Ipplepen Carnival Club							
	01/12/2023	BACS	Carnival float at Switch-On	100.00	0.00	100.00	Z
JB CONFIDENTIAL							
	01/12/2023	CORR	CONTRA ENTRY	-12.65	-2.53	-15.18	S
Jerri Hart							
	20/12/2023	BACS	Perf at classic car show 16/9	150.00	0.00	150.00	Z
Jewson Limited							
	01/12/2023	12	Joist & paint	15.18	0.00	15.18	VAT
KATE GREEN							
	01/12/2023	13	NOV 23 CE FEES	2,750.00	0.00	2,750.00	VAT
LibertyPay Limited							
	03/12/2023	DD	Donation station rental	24.95	4.99	29.94	S
Lloyds TSB							
	04/12/2023	DD	Misc credit card payments	1,560.78	297.70	1,858.48	S
	28/12/2023	PAY	Bank charges	11.10	0.00	11.10	OTS
				1,571.88	297.70	1,869.58	
Miscellaneous							
	01/12/2023	CHEQUE	Petty cash claim	148.86	22.59	171.45	S
NASSTAR							
	01/12/2023	15	Domain NATC.8/11/23 -	11.56	0.00	11.56	VAT
	01/12/2023	CORR A	CONTRA ENTRY	-9.62	-1.92	-11.54	S
	01/12/2023	CORR	CONTRA ENTRY	9.62	1.92	11.54	S
	01/12/2023	CORR B	CONTRA ENTRY	-9.63	-1.93	-11.56	S
				1.93	-1.93	0.00	
Newton Abbot Security Trust							
	01/12/2023	CORR	CONTRA ENTRY	-17,000.00	0.00	-17,000.00	Z
Newton Abbot Security Trust							
	01/12/2023	14	CCTV contribution	17,000.00	0.00	17,000.00	VAT
O2							
	01/12/2023	16	TDM mobile rental	36.00	0.00	36.00	VAT
	01/12/2023	CORR B	CONTRA ENTRY	-30.00	-6.00	-36.00	S
	28/12/2023	DD	Mobile rental SH	59.61	11.92	71.53	S
				65.61	5.92	71.53	
Quadient UK Limited							
	01/12/2023	17	Franking machine credit	200.00	0.00	200.00	VAT

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Payments made between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
QUASAR Microwave Technology						
01/12/2023	BACS	Rent/Rates/Utilities Depot	2,447.34	369.33	2,816.67	S
Quasar Microwave Technology Lt						
01/12/2023	2	Renta;/Rates/CT/Utilities	2,816.37	0.00	2,816.37	VAT
QUASAR Mircowave Technology						
01/12/2023	CONTRA	CONTRA ENTRY	-2,447.04	-369.33	-2,816.37	S
Screwfix Direct Ltd						
01/12/2023	18	cable ties	14.58	0.00	14.58	VAT
Sherwoods Electrics Ltd						
01/12/2023	19	Install of defib T/Quay	777.60	0.00	777.60	VAT
Society of Local Councils Cler						
01/12/2023	21	M/ship renewal L. McGuirk	343.00	0.00	343.00	VAT
South West Communications Grou						
01/12/2023	22	Telephony charges Dec 23	374.03	0.00	374.03	VAT
Specialist Hygiene Services Lt						
01/12/2023	20	NFW cleaning NOV 23	820.80	0.00	820.80	VAT
SSE						
01/12/2023	BACS	Oct elec St Leo's Tower	248.27	12.41	260.68	F
Strategy Public Relations Ltd						
05/12/2023	BACS	NOV PR service fees	1,250.00	0.00	1,250.00	Z
Teignbridge District Council						
01/12/2023	BACS	Teignbridge District Council	5.00	0.00	5.00	Z
15/12/2023	DD	St Leo's Tower rates	21.00	0.00	21.00	Z
15/12/2023	DD	Business rates Newton's	316.00	0.00	316.00	Z
			342.00	0.00	342.00	
The Festive Lighting Company L						
01/12/2023	8	Install & Removal Xmas lights	15,556.20	0.00	15,556.20	VAT
Thirst Work Ltd						
18/12/2023	DD	Thirst Work Ltd	128.50	25.70	154.20	S
Tindle Newspapers Devon Ltd						
01/12/2023	23	Events advertising	252.00	0.00	252.00	VAT
Torbau Hospital Radio						
11/12/2023	BACS	PA for lights switch-on 25/11	300.00	0.00	300.00	Z
Total Energies Gas & Power Lim						
01/12/2023	24	Gas 31/10-30/11/23 NP	1,729.92	0.00	1,729.92	VAT
Total Gas & Power						
01/12/2023	CONTRA	CONTRA ENTRY	-1,441.60	-288.32	-1,729.92	S
01/12/2023	DD	Gas & Electricity NP	1,441.55	288.31	1,729.86	S
			-0.05	-0.01	-0.06	
Tower Leasing Limited						
01/12/2023	25	QTRLY franking machine	145.33	0.00	145.33	VAT
Tucker EMS Ltd						
01/12/2023	26	Sockets inst in WR depot	803.88	0.00	803.88	VAT

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Payments made between 01/12/2023 and 31/12/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
Vanarama							
	01/12/2023	BACS	Service plan HN22 EHE	25.74	5.15	30.89	S
Visit South Devon CIC							
	20/12/2023	BACS	Museum ad in Guide	199.00	39.80	238.80	S
Vodafone							
	27/12/2023	DD	3 x mobile charges	120.00	24.00	144.00	S
Westcountry Fire Protection Li							
	01/12/2023	3	Works on fire alarm panel	543.72	0.00	543.72	VAT
What's On South West							
	13/12/2023	BACS	Museum advert in What's On	350.00	0.00	350.00	Z
Wotton Printers							
	01/12/2023	27	200 raffle books 6/12	198.00	0.00	198.00	VAT
				110,935.77	1,151.94	112,087.71	

03/01/2024

Newton Abbot Town Council Current Year

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Cash Received between 01/12/2023 and 31/12/2023

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
08/12/2023	Alzheimers society donation	BGC	Alzheimers society donation	8.00
20/12/2023	Devon County Council	BGC	Lantern parade w/shop fees	275.00
01/12/2023	First Merchant Pro AIB	FPI	Donation station income	6.00
04/12/2023	First Merchant Pro AIB	FPI	Donation station income	3.00
11/12/2023	First Merchant Pro AIB	FPI	Donation station income	15.00
12/12/2023	Jay's Aim	FPI	Donation towards TQ defib inst	200.00
18/12/2023	Link Academy Trust	BGC	Lantern parade w/shop fees	195.00
06/12/2023	Lloyds cardnet	BCG	Museum sales	25.05
04/12/2023	Lloyds Cardnet	BGC	Museum card sales	49.27
13/12/2023	Lloyds Cardnet	BGC	Museum sales	20.05
11/12/2023	Lloyds TSB		Monthly bank interest	770.55
01/12/2023	Miscellaeous	500345	Miscellaneous payment received	205.57
08/12/2023	Miscellaneous	500346	Miscellaneous income	1,057.00
22/12/2023	Newton Abbot CIC	FPI	Monthly payroll costs	8,722.50
04/12/2023	Public Sector Deposit Fund	FPI	CCLA monthly interest	1,880.40
07/12/2023	Sales Recpts Page 45		Sales Recpts Page 45	77.50
07/12/2023	Sales Recpts Page 46		Sales Recpts Page 46	45.00
12/12/2023	Teignbridge Lottery	FPI	Monthly lottery income - mus	79.00
05/12/2023	The Motorcycle Company	FPI	Xmas lights donation	50.00
Total Receipts				13,683.89

Credit card purchases NOVEMBER - 2023 - PAID IN DEC 23

Date	Description	Net	VAT	Gross	A/c code	Centre
NATC - PAR						
24.10.2023	Adobe Pro monthly subscription fee	£ 15.98	£ 3.99	£ 19.97	4101	101
25.10.2023	Amazon - USB hub for Phil's PC	£ 13.19	£ 3.00	£ 16.19	4115	101
08.11.2023	Lights/stickers/wrapping for Xmas events	£ 14.38	£ 3.59	£ 17.97	4346	210
15.11.2023	Catering for Cllr training session 15.11.2023	£ 80.00	£ -	£ 80.00	4218	103
				£ -		
NATC - SS				£ -		
23.10.2023	Jingle Bells carol sheet - Santa's grotto	£ 0.95	£ 0.19	£ 1.14	4346	210
23.10.2023	Staging handrail for events	£ 108.33	£ 21.37	£ 130.00	4999	210
23.10.2023	504 Santa hats - giveaways for events	£ 378.00	£ 75.60	£ 453.60	4346	210
23.10.2023	Lights for Santa's float	£ 49.98	£ 10.00	£ 59.98	4346	210
25.10.2023	Specialist cleaner for museum	£ 14.57	£ 2.92	£ 17.49	4999	201
25.10.2023	18 x mini torches for Halloween event (Museum)	£ 17.99	£ 3.60	£ 21.59	4317	201
25.10.2023	New generator for events	£ 408.32	£ 81.67	£ 489.99	4999	210
31.10.2023	Coloured gaffa tape for chair in St Leonard's Room	£ 12.49	£ 2.50	£ 14.99	4002	102
02.11.2023	Gorilla glue for museum	£ 4.58	£ 0.92	£ 5.50	4999	201
07.11.2023	Ornate frame for Santa's grotto	£ 20.79	£ 4.16	£ 24.95	4346	210
08.11.2023	Zoom subscription fee - November	£ 25.98	£ 5.20	£ 31.18	4101	101
NATC - CD				£ -		
16.11.2023	Conservation materials for museum	£ 109.95	£ 21.99	£ 131.94	4315	201
21.11.2023	Chair for museum office	£ 285.00	£ 57.00	£ 342.00	4115	101
		£ 1,560.48	£ 297.70	£ 1,858.48		

Monthly statement and valuation

Miss Scott
Newton Abbot Town Council
Newtons Place
43 Wolborough Street
Newton Abbot
TQ12 1JQ

1 December 2023

Account name: **NEWTON ABBOT TOWN COUNCIL**
Account number: **PS3078772-001**
Statement period: **31/10/2023 to 30/11/2023**

Please find enclosed a statement of your account covering the period 31 October 2023 to 30 November 2023. This statement shows the value of your investments as at 30 November 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 30 November 2023	£434,696.00
Total valuation as at last statement at 31 October 2023	£434,696.00
Total income during the period	£1,988.57

Holdings as at 30 November 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	434,696.0000	£1.00	£434,696.00
			Total value
			£434,696.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 2.43% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Nov 2023	02/11/2023	Paid to Nominated Bank Details	£1,988.57	

Date and method description error in Income table

Following the migration of our transfer agency function to FNZ, there are some errors in the Income table. These errors relate to those income entries that occurred prior to the migration (20/11/2023).

The "date paid" for reinvestments and transfers is incorrect.

For reinvestments - the correct date is shown in the transactions table.

For transfers – the correct date will be shown on that account's transaction table.

The "method" description is incorrect for any transfers made to other accounts. These are shown as "reinvestment" – however the "destination field" is correct and will show the account the money was paid to.

We apologise for any confusion this may cause. If you have any questions or would like any clarification, please contact our Client Services team.