

Claygate Parish Council - Budget planning for 2024/25

BUDGET SUMMARY	Contracts	Actuals 2022/23	Budgeted 23/24	Y/E forecast 23/24	31%	0%	5%
INCOME							
Precept Received		49,073	50,374	50,374	66,193	50,529	53,055
Precept Grant		2,760	2,800	3,000	3,000	3,000	3,000
Remembrance G							
Interest Received		325	314	-	320	320	320
CIL				74,108	-	-	-
VAT				-	-	-	-
TOTAL INCOME		52,158	53,488	127,482	69,513	53,849	56,375
STAFFING							
Salaries & NI		16,147.00	16,862.00	14,354.13	16,302.00	16,302.00	16,302.00
Pension		650.00	670.00	524.72	489.06	489.06	489.06
Staffing General			2,000.00	300.00	-	-	-
Locum Expenditure				12,119.98	-	-	-
STAFFING EXPENDITURE		16,797.00	19,532.00	27,298.83	16,791.06	16,791.06	16,791.06
HIGHWAYS							
Highway Trees		289.00	500.00	-	500.00	500.00	500.00
Bus shelter		250.00	250.00	-	250.00	250.00	250.00
Bridleways		1,000.00	1,000.00	-	1,000.00	1,000.00	500.00
HIGHWAYS EXPENDITURE		1,539.00	1,750.00	-	1,750.00	1,750.00	1,250.00
PLANNING							
Planning documents		2,265.00	3,000.00	-	3,000.00	3,000.00	2,500.00
Village design Doc							
PLANNING EXPENDITURE		2,265.00	3,000.00	-	3,000.00	3,000.00	2,500.00

COMMUNICATIONS

Newsletter Printing & Design	4,624.00	3,900.00	1,950.00	8,175.00	5,450.00	8,175.00
Website	705.00	650.00	150.00	650.00	650.00	650.00
Other Publicity	121.00	248.00	124.00	250.00	250.00	250.00
COMMUNICATIONS EXPENDITURE	5,450.00	4,798.00	2,224.00	9,075.00	6,350.00	9,075.00

GRANTS AND CIL EXPENDITURE

Youth	15,500.00	1,000.00	-	1,000.00	1,000.00	1,000.00
Christmas Lights	500.00	500.00	500.00	500.00	500.00	500.00
Community Climate/Nature Grant	1,300.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Other Grants	6,223.00	1,000.00	895.00	1,000.00	1,000.00	600.00
Christmas Tree			400	400.00	400.00	400.00
Coronation CRGT			500	-	-	-
Litter Pick mornings			150.00	300.00	300.00	300.00
Remembrance Day			604.00	635.00	635.00	635.00
Wreath			50	50.00	50.00	50.00
Marshalls			554	585.00	585.00	585.00
Detritus			150.00	300.00	300.00	300.00
Public Projects	2,939.00	2,500.00	-	1,265.00	1,265.00	1,000.00
GRANTS - EXPENDITURE	26,462.00	6,000.00	3,299.00	6,000.00	6,000.00	5,335.00

ENVIRONMENT

General Environment						
HGS Maintenance	4,633.00	3,383.00	2,846.93	5,560.00	3,560.00	5,560.00
Paul Gardening			2,790.00	3,500.00	3,500.00	3,500.00
Lengthsman				2,000.00		2,000.00
Castle Water			56.93	60.00	60.00	60.00
HGS Projects	180.00	250.00	250.00	250.00	250.00	250.00
Hanging Baskets	3,077.00	3,342.00	3,342.05	3,342.05	3,342.05	3,342.05
ENVIRONMENT EXPENDITURE	7,890.00	6,975.00	6,438.98	9,152.05	7,152.05	9,152.05

ELECTION EXPENSES

Election expenses	9,703.00	10,673.00	11,282.60	14,282.00	3,000.00	3,000.00
Annual elections for 1/2 positions				11,282.00	-	-
Accruing budget for 4 year elections				3,000.00	3,000.00	3,000.00
ELECTION EXPENDITURE	9,703.00	10,673.00	11,282.60	14,282.00	3,000.00	3,000.00

GENERAL EXPENDITURE

Training	300.00	735.00	733.33	500.00	500.00	500.00
Office Supplies	148.00	200.00	191.49	200.00	200.00	200.00
Hall Hire	818.00	850.00	1,436.92	1,200.00	1,200.00	1,200.00
Village Hall				495.35	495.35	495.35
Claygate Hub				160	160	160
Recreational Treetops				81.57	81.57	81.57
Claygate School			-	40	40	40
Equipment Insurance	604.00	150.00	298.00	300.00	300.00	300.00
Defibrillator						
Subscriptions	3,186.00	2,586.00	2,686.30	2,436.00	2,436.00	2,436.00
SLCC				250.00	250.00	250.00
SALC & NALC				2,186.00	2,186.00	2,186.00
Equipment			50.79	-	-	-
Misc Admin Expenses	889.00	755.00	800.00	800.00	800.00	700.00
Meeting Expenses		-	150.00	150.00	150.00	-
TOTAL GENERAL EXPENDITURE	6,257.00	5,276.00	6,346.83	5,586.00	5,586.00	5,336.00

OPERATING COSTS

Working from home Clerk (Contractual 11/9/23)		321.00	182.00	312.00	312.00	312.00
Telephone Vodafone	236.00	140.00	140.88	132.00	132.00	132.00
Audit	400.00	420.00	515.00	600.00	600.00	600.00
Office Equipment	289.00	300.00	500.00	-	-	-
Bank Charges	133.00	170.00	144.00	144.00	144.00	144.00
Unity Bank			72	72.00	72.00	72.00
Lloyds Credit card			36	36.00	36.00	36.00
Cambridge			36	36.00	36.00	36.00
GDPR Compliance	373.00	335.00	758.80	760.00	760.00	760.00

	Microsoft Monthly fee			385.56	385.56	385.56
	Microsoft One off Payment			356.4	356.4	356.4
	Data Protection fee			40	40	40
Office Software	~~~~~	1,000.00	1,248.00	970.00	970.00	970.00
	Data centre (Domain Name)			0	0	0
	Sage			250	250	250
	Rialtas			0	0	0
	Scribe			720	720	720
Public Liability Ins	Zurich Insurance	648.00	524.18	650.00	650.00	650.00
TOTAL OPERATING COSTS		1,431.00	3,334.00	4,012.86	3,568.00	3,568.00

GENERAL RESERVES		31,516.00	31,516.00	31,516.00	31,516.00
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TOTAL EXPENDITURE		77,794.00	61,338.00	60,903.10	69,204.11	53,197.11	56,007.11
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				Adjustment for 3,576			
Net Precept+Grant		51,833	53,134		69,193	53,529	56,055
Band D equiv properties		3,496	3,565	3,576	3,576	3,576	3,576
Band D rate		14.83	14.90		19.35	14.97	15.68
EBC Grant		2,760	2,760		3,000.00	3,000.00	3,000.00
Net precept		49,073	50,374	50,529	66,193	50,529	53,055
Net Band D rate		14.15	14.13	14.13	18.51	14.15	14.84
Increase as advised			0% Increase		31% Increase	0% increase	5% Increase
Actual % Unrounded						-	1.048516

Budgeted Expenditure 61,338.00

Precept Income + Grants+Interest 53,488.00

Difference - 7,850.00

This was an election EMR

2024 Precept Options

Net Precept+Grant		59,087	59,592	60,098	61,108	62,624	63,635
Band D equiv properties		3,576	3,576	3,576	3,576	3,576	3,576

Band D rate		16.52	16.66	16.81	17.09	17.51	17.79
EBC Grant		3,000	3,000	3,000	3,000	3,000	3,000
Net precept		56,087	56,592	57,098	58,108	59,624	60,635
Net Band D rate		15.68	15.83	15.97	16.25	16.67	16.96
% Increase		11	12	13	15	18	20
No rounding		15.6843	15.8256	15.9669	16.2495	16.6734	16.9560

Post 11/1/24 meeting

10%	Election 12%	No Election 12%	With rounding advice from Finance at EBC
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55,582	56,592	56,592	56,672
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3,000	3,000	3,000	3,000
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I have had this Grant confirmed by Elmbridge

			700
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320	320	320	320
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I have put this in as the same as last year but realistically it will be higher as interest

-	-	-	
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-	-	-	
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58,902	59,912	59,912	60,692
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16,302.00	16,302.00	16,302.00	16,302.00
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Includeds pay rise

489.06	652.08	652.08	652.08
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reduced as SH 4% and KB 3% adjusted back to 4%

-	-	-	-
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Removed as earmarked for specific council issue in 2023

-	-	-	-
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16,791.06	16,954.08	16,954.08	16,954.08
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Proposals of £20k

500.00	250.00	250.00	250.00
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250.00	100.00	100.00	100.00
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500.00	500.00	1,000.00	500.00
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1,250.00	850.00	1,350.00	850.00
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2,000.00	1,500.00	3,000.00	1,500.00
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	200.00	200.00	200.00
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Agreed in Council 11/1/24

2,000.00	1,500.00	3,000.00	1,500.00
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5,450.00	5,450.00	8,175.00	4,893.00	Figure Based on 22/3 Actuals 3 Couriers (£2725 per courier)	2725
300.00	300.00	650.00	706.87	Website overhaul by end of 3/25	
250.00	100.00	100.00	100.00		
6,000.00	5,850.00	8,925.00	5,699.87	Budgeted for 3	

1,000.00	500.00	1,000.00	1,000.00	
500.00	500.00	500.00	500.00	
1,000.00	850.00	1,000.00	1,000.00	
600.00	600.00	1,000.00	1,000.00	
400.00	400.00	400.00	400.00	
-	-	-	-	
300.00	300.00	300.00	300.00	Assuming 2 per year
635.00	635.00	635.00	635.00	Assuming 5% increase for Marshalling costs
50.00	50.00	50.00	50.00	
585.00	585.00	585.00	585.00	
300.00	300.00	300.00	300.00	
1,000.00	500.00	1,265.00	1,265.00	Fund minus events separated out for this budget.
5,335.00	4,185.00	6,000.00	6,000.00	

3,560.00	3,560.00	4,760.00	3,560.00	Lengthsman included. 5% increase assumed
3,500.00	3,500.00	3,500.00	3,500.00	I have emailed Paul to understand the potential increase confirmed ball park
		1,200.00	-	Need estimate of hours anticipated
60.00	60.00	60.00	60.00	
250.00	250.00	250.00	-	
3,342.05	3,342.05	3,342.05	3,342.05	This was for the purchase of the baskets and troughs as well as their maintenance
7,152.05	7,152.05	8,352.05	6,902.05	

11,282.00	14,282.00	6,000.00	11,282.00	
11,282.00	11,282.00	-	-	Removed election cost
-	3,000.00	6,000.00	3,000.00	Extra Earmarked reserves for future elections
11,282.00	14,282.00	6,000.00	14,282.00	

500.00	500.00	500.00	500.00	Less as not so many new councillors
200.00	200.00	200.00	200.00	
1,200.00	1,200.00	1,200.00	1,200.00	More council meetings but Planning and Council held together so some savings.
495.35	495.35	495.35	495.35	
160	160	160	160	
81.57	81.57	81.57	81.57	
40	40	40	40	
300.00	300.00	300.00	300.00	Defibrillator which needs to be maintained 2x a year
2,436.00	2,436.00	2,436.00	2,436.00	
250.00	250.00	250.00	250.00	
2,186.00	2,186.00	2,186.00	2,186.00	
-	-	-	-	No equipment planned?
600.00	600.00	800.00	300.00	
-	-	-	-	
5,236.00	5,236.00	5,436.00	4,936.00	

312.00	312.00	312.00	312.00	£26 x 12
132.00	132.00	132.00	132.00	£11 x 12
600.00	600.00	600.00	600.00	
-	-	-	-	Not planned
144.00	144.00	144.00	144.00	
72.00	72.00	72.00	72.00	
36.00	36.00	36.00	36.00	
36.00	36.00	36.00	36.00	
760.00	760.00	760.00	760.00	

385.56	385.56	385.56	385.56	£30.6 monthly 5% included
356.4	356.4	356.4	356.4	Annual fee
40	40	40	40	Annual fee
970.00	970.00	970.00	970.00	
0	0	0	0	Paid on 12/23 for 2 years
250	250	250	250	No Sage payment move across to Surrey Community Action set up and 1 quarter f
0	0	0	0	No longer working with this software
720	720	720	720	~£60 per month
650.00	650.00	650.00	650.00	Insurance is rising so in line with budget for this year.
3,568.00	3,568.00	3,568.00	3,568.00	Less than 23/24 actuals due to no Rialtas

31,516.00	31,516.00	31,516.00	31,516.00	Should not drop below £25,000
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58,614.11	59,577.13	59,585.13	60,692.00
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58,582	59,512	59,512	59,672	Confirmed
3,576	3,576	3,576	3,576	
16.38	16.64	16.64	16.69	
3,000.00	3,000	3,000	3,000	Confirmed
55,582	56,512	56,512	74,136	
15.54	15.80	15.80	15.848000000	
10% Increase	12% increase	12% increase	12% increase	
1.098445	1.116836	1.116836	1.120000	

66,161
3,576

18.50
3,000
63,161
17.66
25
17.6625

st rates are higher and we have the large CIL payment to go into the Cambridge account

. I have asked for a cost for only Maintenance.

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 30/04/2024		52,404.42
	SUBTRACT Payments 01/04/2024 - 30/04/2024		180,278.61
	Cash in Hand 30/04/2024 (per Cash Book)		3,619.06
B			176,659.55
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	55.43	
	Unity Trust 30/04/2024	133,320.85	
	Cambridge BS 30/04/2024	43,283.27	
B	Lloyds Bank Credit Card 30/04/2024	0.00	
			176,659.55
	Less unrepresented payments		
			176,659.55
	Plus unrepresented receipts		
B	Adjusted Bank Balance		176,659.55
	A = B Checks out OK		

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Donna Holt
Claygate Village Hall
Church Road
Esher Surrey
KT10 0JP

Date: 30/04/2024

Account Name: Claygate Parish Council

Swift Code (BIC): NWBKGB2L

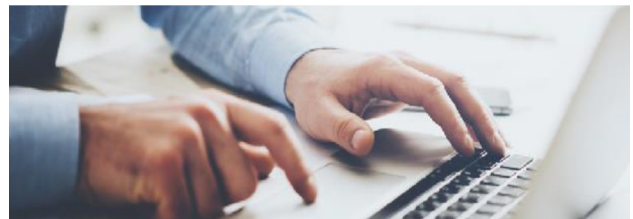
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20334934

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2024		Balance brought forward	£0.00	£0.00	£84,535.49
03/04/2024	Cheque Debit	Cheque 300746	£60.00	£0.00	£84,475.49
03/04/2024	Credit	HMRC VTR	£0.00	£5,483.05	£89,958.54
08/04/2024	Cheque Debit	Cheque 300742	£80.00	£0.00	£89,878.54

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Statement number 151

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
08/04/2024	Cheque Debit	Cheque 300743	£120.00	£0.00	£89,758.54
08/04/2024	Cheque Debit	Cheque 300754	£355.26	£0.00	£89,403.28
11/04/2024	Direct Debit	Direct Debit (CASTLE WATER LTD)	£32.05	£0.00	£89,371.23
11/04/2024	Cheque Debit	Cheque 300738	£138.75	£0.00	£89,232.48
11/04/2024	Cheque Debit	Cheque 300744	£102.29	£0.00	£89,130.19
16/04/2024	Cheque Debit	Cheque 300755	£417.60	£0.00	£88,712.59
17/04/2024	Credit	ELMBRIDGE B C	£0.00	£46,921.37	£135,633.96
19/04/2024	Cheque Debit	Cheque 300759	£480.70	£0.00	£135,153.26
19/04/2024	Cheque Debit	Cheque 300761	£344.85	£0.00	£134,808.41
22/04/2024	Direct Debit	Direct Debit (SURREY CA)	£852.13	£0.00	£133,956.28
22/04/2024	Faster Payment Debit	B/P to: Medisol BV	£178.80	£0.00	£133,777.48
24/04/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£40.08	£0.00	£133,737.40
25/04/2024	Cheque Debit	Cheque 300749	£188.00	£0.00	£133,549.40
29/04/2024	Direct Debit	Direct Debit (NEST)	£23.28	£0.00	£133,526.12
29/04/2024	Direct Debit	Direct Debit (VODAFONE LIMITED)	£13.57	£0.00	£133,512.55
30/04/2024	Cheque Debit	Cheque 300753	£112.99	£0.00	£133,399.56
30/04/2024	Debit	Cheque 300752	£78.71	£0.00	£133,320.85

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Donna Holt
Claygate Village Hall
Church Road
Esher Surrey
KT10 0JP

Date: 30/06/2024

Account Name: Claygate Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20334934

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024		Balance brought forward	£0.00	£0.00	£131,233.86
04/06/2024	Cheque Debit	Cheque 300758	£300.00	£0.00	£130,933.86
04/06/2024	Cheque Debit	Cheque 300764	£300.00	£0.00	£130,633.86
10/06/2024	Direct Debit	Direct Debit (SURREY CA)	£1,905.03	£0.00	£128,728.83

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people Gold

Living Wage
Employer

NACFB
WINNER
Local Authority Award

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
14/06/2024	Faster Payment Debit	B/P to: CBS	£2,000.00	£0.00	£126,728.83
21/06/2024	Direct Debit	Direct Debit (NEST)	£90.40	£0.00	£126,638.43
24/06/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£467.76	£0.00	£126,170.67
24/06/2024	Cheque Debit	Cheque 300767	£64.72	£0.00	£126,105.95
25/06/2024	Cheque Debit	Cheque 300763	£120.00	£0.00	£125,985.95
26/06/2024	Credit	ELMBRIDGE B C	£0.00	£29,940.00	£155,925.95
28/06/2024	Direct Debit	Direct Debit (VODAFONE LIMITED)	£13.57	£0.00	£155,912.38
28/06/2024	Cheque Debit	Cheque 300769	£35.23	£0.00	£155,877.15
30/06/2024	Fee	Service Charge	£18.00	£0.00	£155,859.15

Sending or Receiving Currency

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When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

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Additional information

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 30/06/2024		83,044.42
	SUBTRACT Payments 01/04/2024 - 30/06/2024		210,918.61
			11,720.76
	Cash in Hand 30/06/2024 (per Cash Book)		199,197.85
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2024	55.43	
	Unity Trust 30/06/2024	155,859.15	
	Cambridge BS 30/06/2024	43,283.27	
	Lloyds Bank Credit Card 30/06/2024	0.00	
			199,197.85
	Less unrepresented payments		
			199,197.85
	Plus unrepresented receipts		
	Adjusted Bank Balance		199,197.85
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 31/05/2024		53,104.42
	SUBTRACT Payments 01/04/2024 - 31/05/2024		180,978.61
	Cash in Hand 31/05/2024 (per Cash Book)		6,315.65
B			174,662.96
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	55.43	
	Unity Trust 31/05/2024	131,324.26	
	Cambridge BS 31/05/2024	43,283.27	
B	Lloyds Bank Credit Card 31/05/2024	0.00	
			174,662.96
	Less unrepresented payments		
			174,662.96
	Plus unrepresented receipts		
B	Adjusted Bank Balance		174,662.96
	A = B Checks out OK		

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Donna Holt
Claygate Village Hall
Church Road
Esher Surrey
KT10 0JP

Date: 31/05/2024

Account Name: Claygate Parish Council

Swift Code (BIC): NWBKGB2L

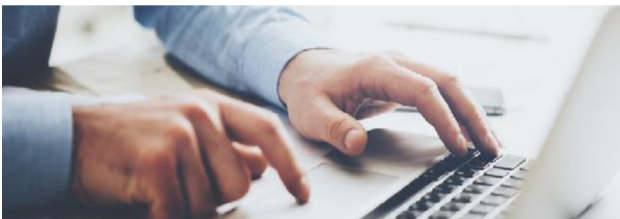
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20334934

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/04/2024		Balance brought forward	£0.00	£0.00	£133,320.85
01/05/2024	Credit	ELMBRIDGE B C	£0.00	£700.00	£134,020.85
07/05/2024	Cheque Debit	Cheque 300745	£90.76	£0.00	£133,930.09
07/05/2024	Cheque Debit	Cheque 300762	£481.25	£0.00	£133,448.84

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
13/05/2024	Direct Debit	Direct Debit (SURREY CA)	£1,905.03	£0.00	£131,543.81
20/05/2024	Cheque Debit	Cheque 300757	£51.90	£0.00	£131,491.91
24/05/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£40.08	£0.00	£131,451.83
28/05/2024	Cheque Debit	Cheque 300756	£114.00	£0.00	£131,337.83
29/05/2024	Direct Debit	Direct Debit (VODAFONE LIMITED)	£13.57	£0.00	£131,324.26

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Claygate Parish Council

Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)

Cost Centre Name

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept		56,672.00				-56,672.00
2	Precept Grant		3,000.00				-3,000.00
3	Interest Received		320.00				-320.00
4	CIL			46,921.37			46,921.37
5	VAT			5,483.05			5,483.05
53	Remembrance Day		700.00				-700.00
			60,692.00	£52,404.42			-8,287.58

Staffing		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
6	Salaries & NI				16,302.00	5,601.74	10,700.26
18	Pension				652.08	204.08	448.00
33	Staffing General						
37	Locum Expenditure						
					16,954.08	£5,805.82	11,148.26

Highways		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
26	Highway Trees				250.00		250.00
27	Bus Shelter & Bench Maint				100.00		100.00
28	Bridleways				500.00		500.00
					850.00		850.00

Planning		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
32	Planning				1,500.00		1,500.00
					1,500.00		1,500.00

Communications		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
34	Newsletter Printing, Design				4,893.00	435.26	4,457.74
35	Website				706.87		706.87
36	Other Publicity				100.00	29.36	70.64
					5,699.87	£464.62	5,235.25

Grants and CIL		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
21	Youth				1,000.00		1,000.00
22	Christmas Lights Event				500.00		500.00
23	Climate Improvement				1,000.00		1,000.00
24	Other Grants			29,940.00	1,000.00	2,481.25	28,458.75
25	Public Projects				1,265.00		1,265.00
40	Litter Pick Mornings				300.00		300.00
41	Remembrance Day			700.00	635.00		1,335.00
42	Detritus Day				300.00		300.00
				£30,640.00	6,000.00	£2,481.25	34,158.75

Environment		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
29	Highway Garden Sites				4,760.00		4,760.00
30	Highway Garden Site Proje					300.00	-300.00
31	Hanging Baskets and Trouç				3,342.05	300.00	3,042.05

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Claygate Parish Council

Net Position by Cost Centre and Code (Between 01/04/2024 and 30/06/2024)

Cost Centre Name

8,102.05 £600.00 7,502.05

Public ProjectsCode TitleBal. B/Fwd.Receipts

Budget

Actual

Payments

Budget

Actual

Current Balance

Budget

46 Other Public Projects

ElectionsCode TitleBal. B/Fwd.Receipts

Budget

Actual

Payments

Budget

Actual

Current Balance

Budget

20 Election Expenses

11,282.00

11,282.00

50 Election Accrued Budget

3,000.00

3,000.00

14,282.00

14,282.00

General ExpenditureCode TitleBal. B/Fwd.Receipts

Budget

Actual

Payments

Budget

Actual

Current Balance

Budget

8 Training

500.00

50.00

450.00

9 Office Supplies

200.00

200.00

10 Meeting Room Hire and Str

1,200.00

548.42

651.58

13 Equipment Insurance

300.00

300.00

14 Subscriptions

2,436.00

308.00

2,128.00

16 Miscellaneous Admin Costs

300.00

300.00

43 Meeting Expenses

45 Equipment

214.59

-214.59

51 Clean up day

94.16

-94.16

52 Water

32.05

-32.05

4,936.00

£1,247.22

3,688.78

Operating CostsCode TitleBal. B/Fwd.Receipts

Budget

Actual

Payments

Budget

Actual

Current Balance

Budget

7 Working from Home Allowa

312.00

312.00

11 Telephone

132.00

22.62

109.38

12 Audit

600.00

600.00

15 Office Equipment

11.31

-11.31

17 Bank Charges

144.00

21.00

123.00

19 GDPR Compliance (Micros

760.00

61.80

698.20

38 Office Software

970.00

738.30

231.70

39 Public Liability Insurance

650.00

650.00

49 Website

3,568.00

£855.03

2,712.97

NET TOTAL

60,692.00

£83,044.42

61,892.00

£11,453.94

72,790.48

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	56,672.00		-56,672.00				-56,672.00 (-100%)
2	Precept Grant	3,000.00		-3,000.00				-3,000.00 (-100%)
3	Interest Received	320.00		-320.00				-320.00 (-100%)
4	CIL		46,921.37	46,921.37				46,921.37 (N/A)
5	VAT		5,483.05	5,483.05				5,483.05 (N/A)
53	Remembrance Day	700.00		-700.00				-700.00 (-100%)
SUB TOTAL		60,692.00	52,404.42	-8,287.58				-8,287.58 (-13%)

Staffing		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salaries & NI				16,302.00	5,601.74	10,700.26	10,700.26 (65%)
18	Pension				652.08	204.08	448.00	448.00 (68%)
33	Staffing General							(N/A)
37	Locum Expenditure							(N/A)
SUB TOTAL					16,954.08	5,805.82	11,148.26	11,148.26 (65%)

Highways		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Highway Trees				250.00		250.00	250.00 (100%)
27	Bus Shelter & Bench Maintenance				100.00		100.00	100.00 (100%)
28	Bridleways				500.00		500.00	500.00 (100%)
SUB TOTAL					850.00		850.00	850.00 (100%)

Planning		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Planning				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					1,500.00		1,500.00	1,500.00 (100%)

Communications		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Newsletter Printing, Design and				4,893.00	435.26	4,457.74	4,457.74 (91%)
35	Website				706.87		706.87	706.87 (100%)
36	Other Publicity				100.00	29.36	70.64	70.64 (70%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

SUB TOTAL				5,699.87	464.62	5,235.25	5,235.25 (91%)
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Grants and CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00		1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00		500.00	500.00 (100%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00 (100%)
24	Other Grants		29,940.00	29,940.00	1,000.00	2,481.25	-1,481.25	28,458.75 (2845%)
25	Public Projects				1,265.00		1,265.00	1,265.00 (100%)
40	Litter Pick Mornings				300.00		300.00	300.00 (100%)
41	Remembrance Day		700.00	700.00	635.00		635.00	1,335.00 (210%)
42	Detritus Day				300.00		300.00	300.00 (100%)
SUB TOTAL			30,640.00	30,640.00	6,000.00	2,481.25	3,518.75	34,158.75 (569%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Highway Garden Sites				4,760.00		4,760.00	4,760.00 (100%)
30	Highway Garden Site Projects					300.00	-300.00	-300.00 (N/A)
31	Hanging Baskets and Troughs				3,342.05	300.00	3,042.05	3,042.05 (91%)
SUB TOTAL					8,102.05	600.00	7,502.05	7,502.05 (92%)

Public Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Other Public Projects							(N/A)
SUB TOTAL								(N/A)

Elections

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Expenses				11,282.00		11,282.00	11,282.00 (100%)
50	Election Accrued Budget				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					14,282.00		14,282.00	14,282.00 (100%)

General Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Training				500.00	50.00	450.00	450.00 (90%)
9	Office Supplies				200.00		200.00	200.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/06/2024)

10 Meeting Room Hire and Storage	1,200.00	548.42	651.58	651.58 (54%)
13 Equipment Insurance	300.00		300.00	300.00 (100%)
14 Subscriptions	2,436.00	308.00	2,128.00	2,128.00 (87%)
16 Miscellaneous Admin Costs	300.00		300.00	300.00 (100%)
43 Meeting Expenses				(N/A)
45 Equipment		214.59	-214.59	-214.59 (N/A)
51 Clean up day		94.16	-94.16	-94.16 (N/A)
52 Water		32.05	-32.05	-32.05 (N/A)
SUB TOTAL	4,936.00	1,247.22	3,688.78	3,688.78 (74%)

Operating Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				312.00		312.00	312.00 (100%)
11	Telephone				132.00	22.62	109.38	109.38 (82%)
12	Audit				600.00		600.00	600.00 (100%)
15	Office Equipment					11.31	-11.31	-11.31 (N/A)
17	Bank Charges				144.00	21.00	123.00	123.00 (85%)
19	GDPR Compliance (Microsoft 365)				760.00	61.80	698.20	698.20 (91%)
38	Office Software				970.00	738.30	231.70	231.70 (23%)
39	Public Liability Insurance				650.00		650.00	650.00 (100%)
49	Website							(N/A)
SUB TOTAL					3,568.00	855.03	2,712.97	2,712.97 (76%)

Summary

NET TOTAL	60,692.00	83,044.42	22,352.42	61,892.00	11,453.94	50,438.06	72,790.48 (59%)
V.A.T.					266.82		
GROSS TOTAL		83,044.42			11,720.76		

Claygate Parish Council
PAYMENTS LIST

11 July 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
12	Training	02/04/2024		Unity Trust	CHQ 746	Clerk Training	E Mango/Kimcell	S	50.00	10.00	60.00
											60.00
14	Newsletter Printing, Design and	08/04/2024		Unity Trust	CHQ 754	Printing	Peter Whitehead	X	355.26		355.26
											355.26
11	Newsletter Printing, Design and	08/04/2024		Unity Trust	CHQ 742	Newsletter Printing	Peter Whitehead	X	80.00		80.00
											80.00
3	Subscriptions	08/04/2024		Unity Trust	CHQ 300743	SALC and NALC Subscription 20	NALC	X	120.00		120.00
											120.00
8	Meeting Room Hire and Storage	11/04/2024		Unity Trust	CHQ 738	Hall Hire	Claygate Village Hall Assoc	X	138.75		138.75
											138.75
2	Meeting Room Hire and Storage	11/04/2024		Unity Trust	CHQ 300744	Hall Hire	Claygate Village Hall Assoc	X	102.29		102.29
											102.29
17	Meeting Room Hire and Storage	11/04/2024		Unity Trust	300744	Hall Hire	Claygate Village Hall Assoc	X			
6	Water	11/04/2024		Unity Trust	Castle Water	Water Bill	Castle Water	X	32.05		32.05
											32.05
9	Salaries & NI	16/04/2024		Unity Trust	CHQ 761	Clerk Salary	Dawn Lacey	X	344.85		344.85
											344.85
18	Office Software	16/04/2024		Unity Trust	300755	Annual Subscription	SCRIBE	S	348.00	69.60	417.60
											417.60
15	Office Software	16/04/2024		Unity Trust		Account Software Support and	SCRIBE	X			
10	Salaries & NI	19/04/2024		Unity Trust	CHQ 759	Clerk Salary	Dawn Lacey	X	480.70		480.70
											480.70
21	Salaries & NI	22/04/2024		Unity Trust		Clerk Salary	Surrey Community Action	E	852.13		852.13
											852.13
22	Equipment	22/04/2024		Unity Trust	1292380	Defibrillator Service	Medisol BV	S	149.00	29.80	178.80
											178.80
20	Bank Charges	24/04/2024		Unity Trust		Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
20	GDPR Compliance (Microsoft 365)	24/04/2024		Unity Trust		Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
											40.08
13	Subscriptions	25/04/2024		Unity Trust	CHQ 749	SALC and NALC Subscription 20	SLCC	X	188.00		188.00
											188.00
16	Pension	29/04/2024		Unity Trust	Nest	Clerk Pension	NEST Pensions	X	23.28		23.28
											23.28
19	Office Equipment	29/04/2024		Unity Trust		Clerk Mobile	Vodafone	S	11.31	2.26	13.57
											13.57
7	Equipment	30/04/2024		Unity Trust	CHQ 300752	Defibrillator Service	Medisol BV	S	65.59	13.12	78.71
											78.71

Claygate Parish Council

PAYMENTS LIST

11 July 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
5	Clean up day	30/04/2024		Unity Trust	CHQ 300753	Councillor Expenses	Waitrose Ltd	S	94.16	18.83	112.99
											112.99
4	Clean up day	30/04/2024		Unity Trust	CHQ 300753	Councillor Expenses	Costco	S			
4	Clean up day	30/04/2024		Unity Trust	CHQ 300753	Councillor Expenses	Costco	Z			
1	Other Grants	07/05/2024		Unity Trust	CHQ 300762	CRGT Benches	Claygate Recreation Groun	X	481.25		481.25
											481.25
29	Other Grants	07/05/2024		Unity Trust	300762	CRGT Benches	Claygate Recreation Groun	X			
28	Meeting Room Hire and Storag	07/05/2024		Unity Trust	300745	Hall Hire	Claygate Recreation Groun	X	90.76		90.76
											90.76
											90.76
31	Salaries & NI	13/05/2024		Unity Trust	DD SCA 13052024	Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
											1,905.03
											1,905.03
34	Meeting Room Hire and Storag	20/05/2024		Unity Trust	CHQ 757	Hall Hire	Claygate Recreation Groun	X	51.90		51.90
											51.90
											51.90
33	Office Software	24/05/2024		Unity Trust	DD Microsoft	Microsoft Office 365	Lloyds Bank PLC	S	30.90	6.18	37.08
33	Office Software	24/05/2024		Unity Trust	DD Microsoft	Microsoft Office 365	Lloyds Bank PLC	X	3.00		3.00
											3.00
											3.00
											40.08
25	Bank Charges	24/05/2024		Lloyds Bank Credit C		Microsoft Office 365	Microsoft Ireland Operatio	E			
25	GDPR Compliance (Microsoft 3!	24/05/2024		Lloyds Bank Credit C		Microsoft Office 365	Microsoft Ireland Operatio	S			
30	Salaries & NI	28/05/2024		Unity Trust	CHQ 300756	Clerk Salary	Surrey Community Action	X	114.00		114.00
											114.00
											114.00
26	Miscellaneous Admin Costs	28/05/2024		Unity Trust		Payroll Admin	Surrey Community Action	X			
32	Telephone	29/05/2024		Unity Trust	Mobile Vodafone	Clerk Mobile	Vodafone	S	11.31	2.26	13.57
											13.57
27	Telephone	29/05/2024		Unity Trust		Clerk Mobile	Vodafone	S			
46	Pension	03/06/2024		Unity Trust		Clerk Pension	NEST Pensions	X	90.40		90.40
											90.40
											90.40
36	Highway Garden Site Projects	04/06/2024		Unity Trust	CHQ 300764	Garden sites	Pauls Gardening Services	X	300.00		300.00
											300.00
											300.00
35	Hanging Baskets and Troughs	04/06/2024		Unity Trust	CHQ758	Garden sites	Pauls Gardening Services	X	300.00		300.00
											300.00
											300.00
23	Salaries & NI	13/06/2024		Unity Trust		Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
											1,905.03
											1,905.03
37	Other Grants	14/06/2024		Unity Trust		Grant Winning Horse	Claygate Community Benef	X	2,000.00		2,000.00
											2,000.00
											2,000.00

Claygate Parish Council

PAYMENTS LIST

11 July 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	Bank Charges	15/06/2024		Unity Trust		Microsoft Office 365	Microsoft Ireland Operator	E	3.00		3.00
40	GDPR Compliance (Microsoft 365)	15/06/2024		Unity Trust		Microsoft Office 365	Microsoft Ireland Operator	S	30.90	6.18	37.08
											40.08
24	Meeting Room Hire and Storage	20/06/2024		Unity Trust		Hall Hire	Claygate Village Hall Assoc	E			
38	Pension	21/06/2024		Unity Trust	Pension	Clerk Pension	NEST Pensions	X	90.40		90.40
											90.40
41	Meeting Room Hire and Storage	24/06/2024		Unity Trust	CHQ 300767	Meeting Room Booking	Claygate Village Hall Assoc	X	64.72		64.72
											64.72
											64.72
39	Office Software	24/06/2024		Unity Trust		Annual Subscription	Microsoft Ireland Operator	S	356.40	71.28	427.68
											427.68
42	Meeting Room Hire and Storage	25/06/2024		Unity Trust	CHQ 763	Hall Hire	Claygate Recreation Ground	S	100.00	20.00	120.00
											120.00
											120.00
44	Other Publicity	28/06/2024		Unity Trust		Printing	Instaprint	S	29.36	5.87	35.23
											35.23
43	Telephone	28/06/2024		Unity Trust		Clerk Mobile	Vodafone	S	11.31	2.26	13.57
											13.57
											13.57
45	Bank Charges	30/06/2024		Unity Trust		Banking Charge	Unity Trust Bank	S	15.00	3.00	18.00
											18.00
											18.00
Total									11,453.94	266.82	11,720.76