**Petty Cash Log**

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| **Date** | **Description** | **Amount** | **Running Total** |
| 1/4/19 | Opening Balance |  | £205.62 |
| 10/4/19 | Meeting Refreshments and Stationery | £41.83 | £163.79 |
| 23/4/19 | Postage | £0.70 | £163.09 |
| 25/4/19 | Meeting Refreshments | £6.00 | £157.09 |
| 29/4/19 | Meeting Refreshments | £13.77 | £143.32 |
| 29/4/19 | Folders | £6.00 | £137.32 |
| 2/5/19 | Coffee for Office | £4.50 | £132.82 |
| 21/5/19 | Milk for Councillor Training | £1.89 | £130.93 |
| 23/5 | Wrapping Paper for Plaisir Gift and 1cm Pouches | £13.28 | £117.65 |

**May Expenditure**

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| **Date** | **Description** | **Amount** |
| 1/5/19 | Insurance costs 2019-2020 | £20,366.40 |
| 1/5/19 | Internal Audit Fee | £4.50 |
| 1/5/19 | Credit card setup fee | £50.00 |
| 7/5/19 | Pensions April 2019 | £4,615.29 |
| 17/5/19 | Planning Application Fee for Kensington Gardens Ammo Bunker | £231.00 |
| 17/5/19 | HMRC April 2019 | £4238.29 |
| 17/5/19 | Reimbursement for Councillor Training and Paper | £126.39 |
| 23/5/19 | Information Commissioners Office Annual Subscription | £35.00 |
| 23/5/19 | Salaries May 2019 | £10344.69 |
| 23/5/19 | Reimbursement for Painting for Plaisir | £122.50 |

**May Income**

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| **Date** | **Description** | **Amount** |
| 2/5/19 | Rental Income from Tenant | £625.00 |
| 2/5/19 | Rental Income from Tenant | £1,562.50 |
| 2/5/19 | Market Income | £178.50 |
| 3/5/19 | CIL Income | £3,435.71 |
| 8/5/19 | VAT Repayment | £62,528.59 |
| 14/5/19 | Market Income | 204.50 |
| 20/5/19 | Rental Income from Tenant | £213.16 |
| 23/5/19 | Rental Income from Tenant | £583.00 |

**Payments Authorised**

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| **Payment to** | **Authorisation Reference** | **Description** | **Amount** |
| NABMA | FC 190514 16 | NABMA Subscription 2019-2020 | £358.00 |
| Metro Rod Limited | FC 190312 515.1h | Survey of Cement Tank in Sparrow Nest | £570.00 + £114.00 VAT = £684.00 |
| Mark Speller | FG 180220 200 | Travel Reimbursement | £11.25 |
| East Point Business Services | FG 181011 359.2ai  FG 190212 432.2 | Extra Kitchen and Worktop for breakout area | £733.00 + £146.60 VAT = £879.60 |
| Sarah Foote | FG 171215 151  FG 180220 201 | Reimbursement for Travel, Councillor Training, and Tape | £159.32 |
| Nicholsons Solicitors LLP | FC 180403 246.10 | Legal Fees relating to Marina Theatre Management Fee | £205.83 + £41.17 VAT = £247.00 |
| Nicholsons Solicitors LLP | FC 180403 246.10 | Legal Fees relating to North Denes | £386.33 + £77.27 VAT = £463.60 |
| Nicholsons Solicitors LLP | FC 180403 246.10 | General Legal Advice | £554.16 + £110.83 VAT = £664.99 |
| Pearce & Kemp Limited | FG 190212 492.1 | Sparrows Nest Annual Electrical Testing | £45.00 + 39.00 VAT = £54.00 |
| Pearce & Kemp Limited | FG 190212 492.1 | Normanston Park Changing Rooms Annual Electrical Testing | £175.00 + £35.00 VAT = £210.00 |
| Pearce & Kemp Limited | FG 190212 492.1 | Whitton Residents Meeting Hall Annual Electrical Testing | £455.00 + £91.00 VAT = £546.00 |
| Pearce & Kemp Limited | FG 190212 492.1 | Kensington Gardens Toilets Annual Electrical Testing | £105.00 + £21.00 VAT = £126.00 |
| Pearce & Kemp Limited | FG 190212 492.1 | Gunton Residents Meeting Hall Annual Electrical Testing | £455.00 + £91.00 VAT = £546.00 |

**Payments to Authorise**

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| **Payment to** | **Description** | **Amount** |
| Suffolk Cloud | Website Hosting and Support 2019-2020 | £100.00 |
| Waveney Norse | Relocation and Opening of Safe from Town Hall to Hamilton House | £179.00 + £35.80 VAT = £214.80 |
| East Point Business Services | ICT Service Charge 1st June 2018 to 30th September 2018 | £4,306.00 + £861.20 VAT = £5167.20 |
| Gazprom Energy | Town Hall Gas Standing Charge April 2019 | £91.76 + £4.59 VAT = £96.35 |
| Gazprom Energy | Denes Oval Pavilion Gas Standing Charge April 2019 | £37.41 + £1.87 VAT = £39.28 |
| Urban Vision | Neighbourhood Plan Advice (Grant Funded) | £3525.44 + £650.00 VAT = £4175.44 |