

<b>RFO's Report to:</b>	Full Council
<b>Date:</b>	Feb-23
<b>Title:</b>	February Payments for Authorisation
<b>Service Area:</b>	All Service Areas Affected
<b>Ward(s) Affected:</b>	All Wards
<b>Relevant Working Party / Committee:</b>	N/A

<b>Key Decision:</b>	Y	<b>Procurement Method:</b>	N/A
<b>Urgent Decision:</b>	Y	<b>Date next steps can be taken:</b> (e.g. referral on of recommendation or implementation of substantive decision)	N/A
<b>Exempt Information:</b>	N	<b>External Lead Times:</b>	N/A
<b>Appropriate pre-decision notification given to ward member if delegated?</b>			

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#### Required action from members:

- 1.0 - Note
- 2.0 - Note
- 3.0 - Note & Authorise
- 4.0 - Note & Authorise
- 5.0 - Note & Authorise
- 6.0 - Note
- 7.0 - Note

## 1.0

### Bank Balances

Below are the Bank Account Balances as at 23.01.23

Account:	Balance:
Natwest NTC Current Account	£1,000.00
Natwest NTC Reserve	£726,622.66
Unity Bank NTC	£187,488.52
Unity Bank Reserve	£1,297,089.20
Natwest TIC Current Account	£147,295.90
Unity Bank TIC	£310,221.24
CCLA Deposit	£250,000.00
<b>Total Account Balances</b>	<b>£2,919,717.52</b>

## 2.0

### Direct Debits & Standing Orders (Dec 22)

Direct Debits / Standing Orders:	Total:	Acc:
ALD Automotive	£612.28	NTC
Allstar	£264.01	NTC
AIB	£20.00	NTC
Churchill Environment Services	£405.96	NTC
Cornwall Council Rates	£3,277.00	NTC
EDF Energy	£6,063.00	NTC
Global Collect	£326.63	NTC
H3G	£190.30	NTC
ICO	£55.00	NTC
Yoozoom	£248.92	NTC
BBC TV Licence	£159.00	NTC
Nissan Finance	£1,170.40	NTC
SWW	£549.00	NTC
TechQuarters	£1,190.26	NTC
Thirsty Work	£43.02	NTC
1&1	£24.00	NTC
Octopus Energy	£913.81	NTC
KINTO	£498.60	NTC
Premium Credit	-	NTC
British Gas	£109.00	NTC
Biffa	£16.48	NTC
Natwest	-	TIC
Unity Bank	-	TIC
<b>Total Direct Debit Amount:</b>	<b>£16,136.67</b>	

## 3.0

### Payroll Payments (Already Made)

Direct Debits / Standing Orders:	Total:	Acc:	IB Ref:
Payroll / CC Pensions	£144,725.18	NTC	IB 10490 - IB 10532, IB 10544 - IB 10584 & IB 10631 - IB 10636
HMRC	£46,649.11	NTC	IB 10533 & IB 10585
<b>Total Payroll:</b>	<b>£191,374.29</b>		

#### 4.0

#### Unity Bank Credit Card Payments (already made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
08-Nov	Services for Tourism	Tourism Awards Tickets	£98.40	£16.40	C&T
09-Nov	Accupart	Laptop Screen	£50.12	£8.35	G&R
14-Nov	The Institute of Leadership & Management	Standard Package	£175.00	£0.00	G&R
15-Nov	Hootsuite	Annual Fee	£561.60	£93.60	G&R
15-Nov	Adafruit	Smart Ring	£78.49	-	G&R
18-Nov	Adobe	Adobe Acrobat	£12.64	£0.00	G&R
02-Dec	Lloyds	Monthly Fee	£3.00	£0.00	G&R
18-Dec	Adobe	Adobe Acrobat	£12.64	£0.00	G&R
03-Jan	Lloyds	Monthly Fee	£3.00	£0.00	G&R
<b>Total Unity Card Amount:</b>			<b>£994.89</b>		

#### 5.0

#### Petty Cash Payments (Already Made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
31.03.22	South West Engravers	Railway Station Toilet Keys	£24.00	£0.00	E&F
01.04.22	Car Vogue	Bulb for Environment Service Van	£9.98	£0.00	E&F
06.04.22	Londis Central	Newquay Voice	£1.50	£0.00	G&R
08.04.22	Car Vogue	Parts for Vehicle	£12.48	£2.49	E&F
21.04.22	Modern Engravers	Key cutting for Finance Cabinet	£10.00	£0.00	E&F
14.04.22	Poundland	Earphones	£12.50	£2.08	G&R
26.04.22	Cobbler Cope	Repairs to Safety Harness	£5.00	£0.83	E&F
27.04.22	WHSmith	Newquay Voice	£1.50	£0.00	G&R
04.05.22	Gannel Service	Jet Washing Facilities Vans	£13.50	£2.25	G&R
04.05.22	Tesco	Newquay Voice	£1.50	£0.00	G&R
13.05.22	WHSmith	Newquay Voice	£1.50	£0.00	G&R
18.05.22	Allen's Hardware Chester Stores	Key Cutting for Events	£12.00	£0.00	C&T
25.05.22	South West	Key Cutting	£21.00	£0.00	E&F
25.05.22	Sainsbury's	Newquay Voice	£1.50	£0.00	G&R
08.06.22	Post Office	Blu-Tak	£2.99	£0.00	C&T
30.05.22	ASDA	Jubilee Decorations	£3.00	£0.00	C&T
01.06.22	Morrisons	Jubilee Decorations	£15.00	£0.00	C&T
02.06.22	Fat Giraffe	Jubilee Decorations	£8.97	£1.50	C&T
01.06.22	Morrisons	Jubilee Decorations	£15.00	£0.00	C&T
19.04.22	WHSmith	Newquay Voice	£1.50	£0.00	G&R
20.04.22	Sainsbury's	Newquay Voice	£1.50	£0.00	G&R
16.06.22	Sainsbury's	Newquay Voice	£1.50	£0.00	G&R
23.06.22	Poundland	TIC Equipment for Royal	£19.00	£3.16	C&T
30.06.22	Poundland	Plates & Bowls for Civic Parade	£9.00	£0.00	C&T
03.07.22	Oggy Oggy	Gluten Free Pasty	£4.25	£0.00	HR
08.07.22	Tesco	Antibacterial Spray	£1.70	£0.28	C&T
13.07.22	Tesco	Milk	£0.75	£0.00	G&R
14.07.22	Poundland	Suncream	£10.00	£1.66	C&T
15.07.22	Post Office	Petty Cash Top Up	£264.80	£0.00	G&R
16.07.22	Grounded	Lunch for Events	£10.00	£0.00	HR
22.07.22	WHSmith	Fountain Pen	£14.99	£2.50	G&R
30.07.22	Paulines	Lunch for Events	£6.50	£0.00	HR
			<b>£518.41</b>		

06.08.22	Paulines	Lunch for Events	£6.50	£0.00	HR
15.08.22	Allen's Hardware Chester Stores	Padlock for Trenance Car Park	£10.99	£1.83	E&F
18.08.22	The Works (£8) & Poundland (£1)	Stationery	£9.00	£1.49	G&R
24.08.22	Poundland	Candles	£1.00	£0.00	G&R
27.08.22	Paulines	Lunch for Events	£6.50	£0.00	HR
02.09.22	Hobbycraft	Summer Finale Photo Board	£8.00	£1.33	C&T
02.09.22	Hobbycraft	Summer Finale Photo Board	£10.00	£1.67	C&T
05.09.22	Tesco	Foot Pump	£2.50	£0.42	C&T
07.09.22	Poundland	Sandpaper	£1.00	£0.16	C&T
12.09.22	Spinning Wheel	Ribbons & Safety Pins	£5.94	£0.00	G&R
23.09.22	Post Office	Posted Staff Letter	£2.35	£0.00	HR
28.09.22	WHSmith	Newquay Voice	£1.50	£0.00	C&T
21.09.22	Amazon	A3 Black Card	£14.97	£2.49	C&T
26.09.22	WHSmith	Rubber Erasers	£2.50	£0.42	C&T
27.09.22	Tamar Bridge & Torpoint Ferry	Toll Charge - Tower Bridge	£2.00	£0.00	HR
03.10.22	Post Office	Returning Stamps	£6.85	£0.00	C&T
04.10.22	Poundland	Halloween Decorations	£17.50	£2.91	G&R
27.10.22	Library	Petty Cash Top Up	£36.46	£0.00	C&T
18.10.22	ASDA	Halloween Decorations	£4.00	£0.00	C&T
20.10.22	Millets	Padlocks for Units	£10.50	£0.00	E&F
24.10.22	My Craft	Vinyl for Roadsigns	£10.03	£0.00	C&T
04.11.22	Tesco	Halloween Decorations	£8.50	£0.91	C&T
05.11.22	Wilko	3 x Diarys TIC	£11.40	£1.90	C&T
16.11.22	The Works	Disco Gifts For Events	£4.00	£0.67	C&T
25.11.22	The Works	Elf Headband	£1.50	£0.25	C&T
26.11.22	Cscape	Drink at Event	£2.00	£0.33	C&T
07.12.22	Poundland	Christmas Decorations	£9.00	£1.50	C&T
04.01.23	WHSmith	A4 Diary	£13.99	£0.00	G&R
			<b>£220.48</b>		

## 6.0

### Unity Monthly Schedule of Accounts

Date:	IB Refernce	Info:	Total
30.11.2022	IB 10534 - IB 10543	December Payment Run	£34,461.61
23.01.2023	IB 10586 - IB 10630	January Payment Run	£37,207.55
			<b>£71,669.16</b>

## 7.0

Total Payments/Bank Balances:		
1.0	Bank Balances	<b>£2,919,717.52</b>
<b>Expenditure for Authorisation</b>		
2.0	Direct Debit & Standing Orders (Expenditure)	£16,136.67
3.0	Payroll Payments (Expenditure)	£191,374.29
4.0	Unity Bank Card Payments (Expenditure)	£994.89
5.0	Petty Cash Payments (Expenditure)	£738.89
6.0	Unity Monthly Schedule of Accounts (Expenditure)	£71,669.16
<b>Total Expenditure for Authorisation</b>		<b>£280,913.90</b>