

# APPENDIX A

Date: 25/02/2025

Billingshurst Parish Council Current Year

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Time: 16:38

Current Bank A/c

**List of Payments made between 01/01/2025 and 31/01/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	Horsham DC	DD	136.50		Bin emptying
02/01/2025	Screwfix Direct Ltd	DD	6.68		Cable ties
10/01/2025	Scottish Water	DD	28.29		Public toilets water etc.
14/01/2025	Restream Inc.	CARD	16.02		Restream Inc.
15/01/2025	A272 Design	SO	618.00		Village TWEET advert
15/01/2025	Southern Water	DD	22.79		Water etc 83a FLAT
16/01/2025	We Print Gifts Ltd	CARD	147.42		ID Badges
20/01/2025	AMAZON	CARD	6.99		Wall planner for garage
20/01/2025	Siemens Fin Serv	DD	266.54		Copier hire
20/01/2025	Horsham DC	DD	128.80		Bin emptying
20/01/2025	Horsham DC	DD	68.80		Bin emptying
20/01/2025	Horsham DC	DD	68.80		Bin emptying
21/01/2025	Truffles Gp	CARD	40.35		Interview panel lunches
21/01/2025	Mailchimp	CARD	12.91		Mailchamp
23/01/2025	AMAZON	CARD	13.58		Casters for office chair
23/01/2025	ALE Bus Machines	DD	21.40		Copier usage
23/01/2025	EE & T Mobile	DD	31.44		Mobile phones x2
23/01/2025	Engie Gas Ltd	DD	219.54		Gas 83a High St.
24/01/2025	Greg Burt	013594	402.30		Reimb Int Audit
24/01/2025	Billingshurst Comm. & Conf. Ce	013595	16,191.80		Room hire
24/01/2025	SE Landbased Training Courses	013596	594.00		Visual tree survey train. x3
24/01/2025	West Sussex County Council	013597	28,309.18		Dec 2024 salaries
24/01/2025	Surrey Hills Solicitors LLP	013598	300.00		Leagl advice
24/01/2025	Deacon Asset Management	013599	20.00		Xmas lites power cont.
24/01/2025	Parkfield Retail Limited	013600	20.00		Xmas lites power cont.
24/01/2025	Fowlers Estate Agents	013601	20.00		Xmas lites power cont.
24/01/2025	Meadows Wellbeing	013602	20.00		Xmas lites power cont.
24/01/2025	Hayman Hospitality Ltd	013603	20.00		Xmas lites power cont.
24/01/2025	Doug Waller	013604	58.14		Printer cartridge
24/01/2025	Keen Consultants	013605	4,740.00		Tree surveys
24/01/2025	SGW Safety & Security Ltd	013606	1,500.00		CCTV consultancy
24/01/2025	NALC	013607	360.00		Job advert
24/01/2025	Progression Signage & Display	013608	102.00		Replacement cheque
24/01/2025	Arthur J Gallagher Insurance B	013609	390.39		EV Insurance
28/01/2025	West Sussex County Council	013610	19,295.91		Replace cheque Nov wages
28/01/2025	OVO Energy	DD	87.00		83a High St Electricity
30/01/2025	Sussex Land Services	SO	2,697.80		GM Jan 2025
30/01/2025	SSE	DD	171.92		Street furniture energy
31/01/2025	NatWest	BACS	16.45		Bank charges
31/01/2025	Netcom IT Solutions	DD	224.32		Phones etc

**Total Payments**      77,396.06

16:40

## Current Bank A/c

## Cash Received between 01/01/2025 and 31/01/2025

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<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
09/01/2025	Fowlers Letting Ltd		Flat rent 83a	926.60
22/01/2025	HMRC	BACS	HMRC	3,282.63
23/01/2025	Sales Recpts Page 52		Sales Recpts Page 52	7,442.87
			<b>Total Receipts</b>	<b><u>11,652.10</u></b>

APPENDIX B

Date: 25/02/2025

Billingshurst Parish Council Current Year

Page 1

Time: 16:35

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/01/2025		227,876.64
Business Reserve Account	31/01/2025		0.00
Treasury Reserve Deposit	31/01/2025		420,186.99
Unity Bank	31/01/2025		494.21
			648,557.84

Unpresented Payments (Minus)

Amount

11/10/2024	13564	Mulberry Local Authority Servi	1,092.60
18/12/2024	013584	West Sussex County Council	19,295.91
18/12/2024	013585	Ballpoint Office Supplies Ltd	145.87
18/12/2024	013587	SGW Safety & Security Ltd	1,500.00
18/12/2024	013591	WorkNest Ltd	1,543.80
18/12/2024	013592	Keith Atherfold	45.00
18/12/2024	013593	West Sussex County Council	19,295.91
24/01/2025	013595	Billingshurst Comm. & Conf. Ce	16,191.80
24/01/2025	013596	SE Landbased Training Courses	594.00
24/01/2025	013597	West Sussex County Council	28,309.18
24/01/2025	013598	Surrey Hills Solicitors LLP	300.00
24/01/2025	013599	Deacon Asset Management	20.00
24/01/2025	013601	Fowlers Estate Agents	20.00
24/01/2025	013602	Meadows Wellbeing	20.00
24/01/2025	013603	Hayman Hospitality Ltd	20.00
24/01/2025	013605	Keen Consultants	4,740.00
24/01/2025	013606	SGW Safety & Security Ltd	1,500.00
24/01/2025	013607	NALC	360.00
24/01/2025	013608	Progression Signage & Display	102.00
24/01/2025	013609	Arthur J Gallagher Insurance B	390.39
28/01/2025	013610	West Sussex County Council	19,295.91

114,782.37

533,775.47

Unpresented Receipts (Plus)

0.00

0.00

533,775.47

Balance per Cash Book is :-

533,775.47

Difference is :-

0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

APPENDIX **D**

Billingshurst Parish Council				
Regular Standing Orders & Direct Debits				
	Payee	Description	Gross Amount	Regularity
DD	NETcom	Phone Charges	224.32	Monthly
DD	A.L.E.	Photocopier useage	21.40	Monthly
DD	PWLB	BCCC Extn. loan servicing	10,128.52	Twice per year
DD	PWLB	83a loan servicing	10,831.25	Twice per year
DD	Info Commissioner	Annual Registration	35.00	Yearly
DD	JPiMedia Publishing Ltd	County Times sub.	50.00	Twice per year
DD	HDC	Green waste bin @ SRG	59.00	Yearly
DD	EE	Mobile phones	31.44	Monthly
DD	HMRC	To pay any VAT owing or receive any VAT owed		1/4ly
DD	Business Stream	Public Toilets water etc.	28.29	Monthly
DD	SSE	Public Toilets electricity	147.20	Monthly
DD	SSE	Street Furniture electricity	171.92	1/4ly
CARD	Restream Inc	Streaming of meetings.	16.02	Monthly
SO	Sussex Land Services	Grounds maint.	2,697.80	Monthly
DD	NETcom	IT support	362.68	Monthly
DD	Parkfield Retail	Austens purchases		
CARD	ZOOM	ZOOM	143.88	Annual
SO	A272 Design	Village TWEET advert	618.00	Monthly
CARD	Mailchimp	Enables user to sign up for updates via e-mail / council run surveys/	12.91	Monthly
DD	HDC	Litter / Dog waste bin emptying	136.50	Monthly
DD	HDC	Litter / Dog waste bin emptying	128.80	
DD	HDC	Litter / Dog waste bin emptying	68.80	Monthly
DD	HDC	Litter / Dog waste bin emptying	68.8	Monthly
CARD	Screwfix	Purchases		Monthly
DD	Siemens	Copier Hire	266.54	1/4ly

Annual Memberships		
CHEQUE	WSALC/NALC	2,127.00
CHEQUE	HALC	15.00
DD	CPRE	36.00

83a utilities - to be reimbursed				
DD	Engie	Gas	219.54	Monthly
DD	OVO	Electricity	87.00	Monthly
DD	Southern Water	Water	22.79	Monthly