

RFO's Report to:	Full Council
Date:	Dec-24
Title:	December Payments for Authorisation
Service Area:	All Service Areas Affected
Ward(s) Affected:	All Wards
Relevant Working Party / Committee:	N/A

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

Author:	Levi Holroyd	Role:	Finance Assistant
Contact:	Tel: 01637 878388 - E-mail: finance@newquay.gov.uk		

Contents:
1.0 Bank Balances 2.0 Direct Debit & Standing Order Details 3.0 Payroll Payments (already made) 4.0 Unity Bank Credit Card Payments (already made) 5.0 Petty Cash (already made) 6.0 Unity Monthly Schedule of Accounts 7.0 Total Payments

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

Account:	Balances at 31.08.2024:	Balances at 31.10.2024:
Natwest NTC Current Account	£4,258.13	£1,798.55
Unity Bank NTC	£146,937.14	£156,188.73
Unity Bank Reserve	£2,066,600.64	£3,095,406.65
Unity Bank TIC	£4,343.20	£9,619.14
CCLA Deposit	£1,210,000.00	£1,210,000.00
Total Account Balances	£3,432,139.11	£4,473,013.07

2.0

Direct Debits & Standing Orders (Aug24, Sep24 & Oct24)

Direct Debits / Standing Orders:	Total:	Info:
Datasharp	£153.37	Printing Costs
Alphabet GB	£1,247.25	Vehicle Rental
Allstar	£1,144.73	Vehicle Fuel
AIBMS	£331.48	SFCP Merchant Fees
Churchill Environment Services	£1,761.45	Facilities Legionella Testing
Cornwall Council Rates	£10,818.00	Cornwall Council Rates
EDF Energy	£8,516.29	Facilities Electricity & Gas
Global Collect	£1,508.64	Rental of Vehicle Trackers
H3G	£564.00	SIM Cards for Mobiles & Sites
Siemens Financial Services	£1,996.04	Rental of Franking Machine
Yoozoom	£1,656.96	Wildix Rental
BT	£1,782.00	Internet for Offices
Nissan Finance	£2,285.78	Vehicle Rental
Saitech	£3,478.80	External IT Support
South West Water	£8,189.00	Facilities Water
Babble	£4,971.12	Office365 Package
Thirsty Work	£565.68	Cooler Rental & Bottled Water
1&1	£400.35	Website Domain Hosting
Octopus Energy	£35.80	Facilities Electricity
KINTO	£1,470.32	Vehicle Rental
The Mailing Room	-	Franking Machine Maintenance, Ink and Rate Changes
British Gas	£2.36	Facilities Electricity
TV Licence	£169.50	TV Licences
Biffa	£2,393.50	Waste Removal
Quadient	-	Franking Machine Top Ups
Npower	£12.98	Facilities Electricity
NEST	£12,784.33	Employee Pensions
Autoserve Ltd	£435.36	Vehicle Rental
Mobilize Financial Services	£763.94	Vehicle Rental
Which Ltd	£99.00	Magazine Subscription
Total Direct Debit Amount:	£69,538.03	

3.0

Payroll Payments (Already Made)

Direct Debits / Standing Orders:	Total:	Acc:	IB Ref:
September Payroll	£75,872.56	Unity NTC	IB 12193
September Pensions	£11,468.64	Unity NTC	IB 12195
September HMRC	£21,778.74	Unity NTC	IB 12194
October Payroll	£73,034.49	Unity NTC	IB 12196
October Pensions	£10,659.22	Unity NTC	IB 12266
October HMRC	£20,188.75	Unity NTC	IB 12267
Total Payroll:	£213,002.40		

4.0

Unity Bank Credit Card Payments (already made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
03-Aug	Otter.ai	AI Software	£47.23	£0.00	G&R
09-Aug	Bitwarden	Password Management Software	£15.80	£0.00	G&R
12-Aug	Open.AI	AI Software	£15.72	£0.00	G&R
13-Aug	The Works	Equipment For Events	£69.00	£0.00	C&T
20-Aug	Ssilentdisco	Silent Disco Headsets	£168.00	£28.00	C&T
21-Aug	Ikea	Desk/Desk Chairs	£318.00	£53.01	G&R
22-Aug	Starlink	Killacourt WiFi	£150.00	£0.00	E&F
23-Aug	AAT	AAT Subscription	£200.00	£0.00	HR
28-Aug	UK Office Direct	Paint & Graffiti Wipes	£48.25	£8.04	E&F
30-Aug	Siteground	IT Support	£53.99	£9.00	G&R
30-Aug	Siteground	IT Support	£107.98	£18.00	G&R
01-Sep	Digital Ocean	Website Costs	£26.92	\$5.89	G&R
02-Sep	Lloyds	Monthly Fee	£3.00	£0.00	G&R
03-Sep	Otter.AI	AI Software	£45.74	£0.00	G&R
07-Sep	Adobe	Acrobat Pro	£2,398.90	£399.82	G&R
09-Sep	Bitwarden	Password Management Software	£15.24	£0.00	G&R
12-Sep	Open.Ai	AI Software	£15.39	£0.00	G&R
13-Sep	Hall For Cornwall	Cornwall Playhouse Tickets	£5.00	£0.00	G&R
22-Sep	Starlink	Killacourt WiFi	£150.00	£0.00	E&F
24-Sep	CMI	Membership Subscription	£249.00	£0.00	HR
28-Sep	UKOfficeDirect	Refund	-£0.01	£0.00	E&F
30-Sep	Digital Ocean	Website Costs	£26.45	\$5.89	G&R
02-Oct	Lloyds	Monthly Fee	£3.00	£0.00	G&R
Total Unity Card Amount:			£4,132.60		

5.0

Petty Cash Payments (Already Made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
09/09/2024	Tesco	Milk	£1.55	£0.00	G&R
23/09/2024	Tesco	Milk	£1.55	£0.00	G&R
26/09/2024	Temu	Prizes for Halloween Trail	£7.23	£0.00	C&T
02/10/2024	Tesco	Milk	£1.30	£0.00	G&R
03/10/2024	Post Office	Petty Cash Top Up	£277.87	£0.00	G&R
03/10/2024	Tesco	Dishwasher Tablets	£5.75	£0.00	E&F
07/10/2024	Poundland	Milk	£1.45	£0.00	G&R
09/10/2024	Poundland	Milk	£1.45	£0.00	G&R
14/10/2024	Tesco	Milk	£1.55	£0.00	G&R
16/10/2024	ASDA	Bicarb Soda for Graffiti Removal	£3.20	£0.00	E&F
17/10/2024	Post Office	Letter to Return CSAS Card	£8.35	£0.00	E&F
17/10/2024	Tesco	Milk	£1.55	£0.00	G&R
22/10/2024	Tesco	Milk	£1.55	£0.00	G&R
23/10/2024	The Works	Sharpies	£8.00	£1.33	G&R
25/10/2024	Poundland	9v Battery	£2.00	£0.33	G&R
25/10/2024	Poundland	Paper Plates & Cups	£3.00	£0.50	G&R
29/10/2024	Bargain Booze	Milk	£0.99	£0.00	G&R
30/10/2024	Post Office	Send KC Monolith Signs for Alterations	£3.95	£0.66	E&F
31/10/2024	Poundland	Milk	£1.45	£0.00	G&R
04/11/2024	Poundland	Sticky Strips for IT	£1.25	£0.20	G&R
06/11/2024	Tesco	Milk	£1.55	£0.00	G&R
12/11/2024	Environment Manager	£10 for Environment Manager to use at Car Park	£10.00	£0.00	E&F
13/11/2024	Tesco	Milk	£1.55	£0.00	G&R
18/11/2024	Tesco	Milk	£1.55	£0.00	G&R
25/11/2024	Sainsburys	Milk	£1.45	£0.00	G&R
26/11/2024	Poundland	Lights for Light Switch On Plunger	£7.50	£1.25	C&T
Total			£80.72		

6.0

Unity Monthly Schedule of Accounts

Date:	IB Reference	Info:	Total
17/10/24	IB 12197 - IB 12234	1st October Payment Run	£30,403.51
29/10/24	IB 12235 - IB 12265	2nd October Payment Run	£48,437.60
13/11/24	IB 12272 - IB 12295	1st November Payment Run	£13,085.28
26/11/24	IB 12298 - IB 12323	2nd November Payment Run	£20,783.36
			£112,709.75

7.0

Total Payments/Bank Balances:		
1.0	Bank Balances	£4,473,013.07
Expenditure for Authorisation		
2.0	Direct Debit & Standing Orders (Expenditure)	£69,538.03
3.0	Payroll Payments (Expenditure)	£213,002.40
4.0	Unity Bank Card Payments (Expenditure)	£4,132.60
5.0	Petty Cash Payments (Expenditure)	£80.72
6.0	Unity Monthly Schedule of Accounts (Expenditure)	£112,709.75
Total Expenditure		£399,463.50