

RFO's Report to:	Full Council
Date:	Oct-24
Title:	October 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?			

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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

Account:	Balances at 31.06.2024:	Balances at 31.08.2024:
Natwest NTC Current Account	£998.00	£4,258.13
Unity Bank NTC	£61,958.67	£146,937.14
Unity Bank Reserve	£2,435,612.48	£2,066,600.64
Unity Bank TIC	£24,710.23	£4,343.20
CCLA Deposit	£1,210,000.00	£1,210,000.00
Total Account Balances	£3,733,279.38	£3,432,139.11

2.0

Direct Debits & Standing Orders (Jul24)

Direct Debits / Standing Orders:	Total:	Info:
Datasharp	£51.50	Printing Costs
Alphabet GB	£831.50	Vehicle Rental
Allstar	£454.38	Vehicle Fuel
AIBMS	£49.48	SFCP Merchant Fees
Churchill Environment Services	£579.05	Facilities Legionella Testing
Cornwall Council Rates	£3,606.00	Cornwall Council Rates
EDF Energy	£5,516.25	Facilities Electricity & Gas
Global Collect	£352.08	Rental of Vehicle Trackers
H3G	£188.00	SIM Cards for Mobiles & Sites
Siemens Financial Services	-	Rental of Franking Machine
Yoozoom	£829.18	Wildix Rental
BT	£594.00	Internet for Offices
Nissan Finance	£760.96	Vehicle Rental
Saitech	£270.00	External IT Support
South West Water	£2,704.50	Facilities Water
Babble	£1,658.53	Office365 Package
Thirsty Work	£69.36	Cooler Rental & Bottled Water
1&1	£100.50	Website Domain Hosting
Octopus Energy	£336.54	Facilities Electricity
KINTO	£478.44	Vehicle Rental
The Mailing Room	-	Franking Machine Maintenance, Ink and Rate Changes
British Gas	£95.00	Facilities Electricity
TV Licence	-	TV Licences
Biffa	£200.58	Waste Removal
Quadient	£300.00	Franking Machine Top Ups
Npower	£138.65	Facilities Electricity
NEST	-	Employee Pensions
Total Direct Debit Amount:	£20,164.48	

3.0

Payroll Payments (Already Made)

Direct Debits / Standing Orders:	Total:	Acc:	IB Ref:
August Payroll	£75,711.87	Unity NTC	IB 12076 & IB 12079
August Pensions	£10,660.50	Unity NTC	IB 12084
August HMRC	£21,808.39	Unity NTC	IB 12083
Total Payroll:	£108,180.76		

4.0

Unity Bank Credit Card Payments (already made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
02-Jul	Canva	Canva Pro Software	£131.76	£21.96	G&R
02-Jul	HIQ Tyres	Replacement Tyres	£132.00	£22.00	G&R
03-Jul	Otter.AI	AI Software	£47.57	£0.00	G&R
04-Jul	Simply Door Handles	Door Handles for Station Toilets	£57.89	£9.65	E&F
04-Jul	Car Vogue	New Car Battery	£85.00	£14.17	G&R
09-Jul	Bitwarden	Password Management Software	£15.64	£0.00	G&R
09-Jul	Reolink	CCTV Camera for Station	£64.99	£0.00	E&F
09-Jul	DG Supplyline	Bifold Top Guide Hinge	£149.99	£25.00	E&F
10-Jul	SLCC Enterprises	Membership Fee - AC	£560.00	£560.00	HR
12-Jul	Open.AI	AI Software	£15.59	£0.00	G&R
16-Jul	TTS	Outdoor Blackboard	£86.33	£14.39	C&T
17-Jul	Adobe	Creative Cloud Apps	£136.56	£22.76	G&R
17-Jul	Adobe	Adobe Acrobat	£42.17	£7.03	G&R
18-Jul	Adobe	Refund for Creative Cloud	-£51.71	£0.00	G&R
24-Jul	Cartridge People	Printer Ink Cartridges	£339.90	£56.65	G&R
24-Jul	Eventbrite	Networking for Fundraisers' Training	£13.42	£2.24	HR
29-Jul	Starlink	Killacourt WiFi	£150.00	£0.00	E&F
01-Aug	Digital Ocean	Website Costs	£27.56	\$5.89	G&R
02-Aug	Lloyds	Monthly Fee	£3.00	£0.00	G&R
Total Unity Card Amount:			£2,007.66		

5.0

Petty Cash Payments (Already Made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
01/08/2024	Tesco	Milk	£1.55	£0.00	G&R
07/08/2024	Tesco	Milk	£1.30	£0.00	G&R
07/08/2024	Post Office	Returning Incorrect Coinbox	£2.70	£0.45	E&F
07/08/2024	Post Office	Returning Incorrect Sized Keys to Rainers	£3.89	£0.65	E&F
08/08/2024	ASDA	Handsoap for Station Toilets	£3.00	£0.00	E&F
12/08/2024	Tesco	Milk	£1.55	£0.00	G&R
15/08/2024	Tesco	Coffee & Milk	£6.20	£0.00	G&R
19/08/2024	Cornwall Go Bus	Bus Ticket to take WL21NTD to	£4.00	£0.00	G&R
20/08/2024	Tesco	Milk	£1.55	£0.00	G&R
27/08/2024	Poundland	Coat Hangers for TIC Clothing	£8.00	£1.33	C&T
28/08/2024	Tesco	Milk	£1.55	£0.00	G&R
24/08/2024	The Works	Sharpies & Sketch Pads	£6.00	£1.00	G&R
30/08/2024	Poundland	Brushes & Scourers	£1.50	£0.25	E&F
04/09/2024	Tesco	Milk	£1.55	£0.00	G&R
16/09/2024	Poundland	Dishwasher Tablets	£2.00	£0.33	E&F
17/09/2024	The Pet Centre	Dog Poo Bags	£11.98	£0.00	E&F
Total			£58.32		

6.0

Unity Monthly Schedule of Accounts

Date:	IB Reference	Info:	Total
12/08/24	IB 12041 - IB 12074	1st August Payment Run	£27,592.47
02/09/24	IB 12092 - IB 12125	1st September Payment Run	£29,872.68
09/09/24	IB 12128 - IB 12151	2nd September Payment Run	£19,911.39
23/09/24	IB 12152 - IB 12192	3rd September Payment Run	£45,777.86
			£123,154.40

7.0

	Total Payments/Bank Balances:	
1.0	Bank Balances	£3,432,139.11
	Expenditure for Authorisation	
2.0	Direct Debit & Standing Orders (Expenditure)	£20,164.48
3.0	Payroll Payments (Expenditure)	£108,180.76
4.0	Unity Bank Card Payments (Expenditure)	£2,007.66
5.0	Petty Cash Payments (Expenditure)	£58.32
6.0	Unity Monthly Schedule of Accounts (Expenditure)	£123,154.40
	Total Expenditure	£253,565.62