

Town Clerk & RFO: Miss Dee Smith
Chairman: Councillor Clare Gamble
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**Billingham Library & Customer
Service Centre**
Billingham
TS23 2LN

TO: All members of the Finance & General Purposes Committee

You are summoned to attend the next meeting of the Finance & General Purposes Committee to be held on Tuesday 18th April 2023 at 6.30pm, in Meeting Room C, Billingham Library & Customer Service Centre.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

4. PUBLIC PARTICIPATION

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

None received at the time of preparation of the agenda.

5. MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 21ST MARCH 2023

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 21st March 2023).

6. PAYMENTS & RECEIPTS LISTS

- (i) To approve the list of payments to creditors for March 2023 for the main account (see appendix B).
- (ii) To approve the list of payment to creditors for March 2023 for the cafe accounts (see appendix C).
- (iii) To approve the staffing costs for March 2023 (see appendix D – Staffing costs).
- (vi) To note the income received for March 2023 (see appendix E).
- (vi) Members are provided for information, with the bank reconciliation for all accounts up to 31st March 2023 (see appendix F).

7. CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members are provided with a profit and loss report for the Café in the Park, up to 31st March 2023 (see appendix G).

8. SPONSORSHIP

Members are asked to consider the attached sponsorship application for Billingham International Folklore Festival of World Dance for £4000 (see appendix H).

9. GRANT FUNDING

Members are asked to consider the attached grant application for the Well-being Group for £500 (see appendix I).

Miss Dee Smith
Town Clerk/RFO to Billingham Town Council
11th April 2023

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BILLINGHAM TOWN COUNCIL
Minutes of the Finance & General Purposes Committee Meeting
held on Tuesday 21st March 2023 at 6.30 p.m.
at Billingham Library & Customer Service Centre

Present: Councillor Jim Scollen
 Helen Atkinson
 Colin Leckonby
 Gina McCall
 Sandy Peebles

Official: Miss Dee Smith, Town Clerk/RFO
 Ms Tracy Reece, Business Support Manager

Apologies: Councillor Clare Gamble – Business
 Councillor Maria Lacey – No apologies received
 Councillor Jennifer Shotton – No apologies received

The meeting commenced at 6.31pm.

311/22 CHAIRMAN'S ANNOUNCEMENT

The usual rules about housekeeping were made

312/22 DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

313/22 PUBLIC PARTICIPATION TIME

There were no public questions raised on this occasion.

**314/22 MINUTES OF FINANCE & GENERAL PURPOSES MEETING HELD ON
21ST JANUARY 2023**

Members were asked to approve the above minutes.

RESOLVED

That the minutes of the above meeting held on 21st January 2023, a copy of which has previously been circulated to each member, be approved, and signed as a correct record by the Chairman.

Signed..... Date
Chairman to Billingham Town Council

315/22 PAYMENTS & RECEIPTS LISTS

Members were asked to approve the following:

- (i) Payments to creditors for February 2023 for the main account.
- (ii) Payments to creditors for February 2023 for the cafe account.
- (iii) Staffing costs for February 2023.
- (vi) To note the income received for February 2023.
- (vii) Members were provided for information, with the bank reconciliation for all accounts up to 28th February 2023.

RESOLVED

- a. Members approved the above reports.
- b. The Chairman signed the bank reconciliations.

316/22 CAFÉ IN THE PARK – PROFIT & LOSS REPORT

Members were presented with a profit and loss report for the Café in the Park, up to 28th February 2023.

RESOLVED

Information duly noted.

317/22 POLICIES – YEAR END PROCEDURES

Members considered the following policies for recommendation to Full Council:

- Internal Audit Policy;
- Review of Effectiveness of Internal Audit;
- Annual Financial Risk Assessment;
- Banking & Cash Handling Procedures.

RESOLVED

To recommend the above policies to the next meeting of Full Council for approval.

318/22 POLICIES

Members were asked to consider and review, for recommendation to Full Council, the following policies:

- Standing Orders;
- Financial Regulations.

Signed..... Date
Chairman to Billingham Town Council

RESOLVED

- a. To recommend the above policies to the next meeting of Full Council for approval.

The meeting concluded at 6.40 pm with Councillors Scollen, Atkinson, Leckonby, McCall and Peebles present.

Signed..... Date
Chairman to Billingham Town Council

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Creditors for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/03/2023	7659		ARGOS	A002	10.00	2.00	12.00	4195	100	10.00	Doorbell
09/03/2023	GB31IM43KAEUI		AMAZON	A006	49.00	9.80	58.80	4240	100	49.00	Soup Kettle
								328		-49.00	Soup Kettle
								6000	100	49.00	Soup Kettle
15/03/2023	GB31NHN8OAEUI		AMAZON	A006	27.08	5.42	32.50	4280	100	27.08	Printer paper
20/03/2023	GB31ROV37AEUI		AMAZON	A006	13.26	2.66	15.92	4360	110	13.26	Union Flagbunting
								338		-13.26	Union Flagbunting
								6000	110	13.26	Union Flagbunting
21/03/2023	GB31RV08FAEUI		AMAZON	A006	2.48	0.50	2.98	4360	110	2.48	Union Jack Flags
								338		-2.48	Union Jack Flags
								6000	110	2.48	Union Jack Flags
07/03/2023	070323		ASDA	A007	20.30	0.00	20.30	4240	100	20.30	Food stock
								328		-20.30	Food stock
								6000	100	20.30	Food stock
23/03/2023	230323		ASDA	A007	6.30	0.00	6.30	4240	100	6.30	Food stock
								328		-6.30	Food stock
								6000	100	6.30	Food stock
03/03/2023	030323		ALDI	A012	240.60	2.22	242.82	4240	100	240.60	Food stock Pantry
								328		-240.60	Food stock Pantry
								6000	100	240.60	Food stock Pantry
03/03/2023	030323A		ALDI	A012	105.87	0.00	105.87	4240	100	105.87	Food stock Pantry
								328		-105.87	Food stock Pantry
								6000	100	105.87	Food stock Pantry
06/03/2023	060323		ALDI	A012	34.11	0.00	34.11	4240	100	34.11	Food stock SSP
								328		-34.11	Food stock SSP
								6000	100	34.11	Food stock SSP
07/03/2023	070323		ALDI	A012	109.12	6.30	115.42	4240	100	109.12	Food stock Pantry
								328		-109.12	Food stock Pantry

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Creditors for Month No 12

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/03/2023	070323A		ALDI	A012	134.16	0.00	134.16	6000	100	109.12	Food stock Pantry
								4240	100	134.16	Food stock Pantry
								328		-134.16	Food stock Pantry
15/03/2023	150323		ALDI	A012	113.55	0.00	113.55	6000	100	134.16	Food stock Pantry
								4240	100	113.55	Food stock Pantry
								328		-113.55	Food stock Pantry
15/03/2023	150323A		ALDI	A012	142.51	10.04	152.55	6000	100	113.55	Food stock Pantry
								4240	100	142.51	Food stock Pantry
								328		-142.51	Food stock Pantry
18/03/2023	180323		ALDI	A012	41.55	0.00	41.55	6000	100	142.51	Food stock Pantry
								4240	100	41.55	Food stock SSP
								328		-41.55	Food stock SSP
23/03/2023	230323		ALDI	A012	99.06	0.00	99.06	6000	100	41.55	Food stock SSP
								4240	100	99.06	Food stock Pantry
								328		-99.06	Food stock Pantry
23/03/2023	230323A		ALDI	A012	96.86	0.00	96.86	6000	100	99.06	Food stock Pantry
								4240	100	96.86	Food stock Pantry
								328		-96.86	Food stock Pantry
23/03/2023	230323B		ALDI	A012	99.17	0.00	99.17	6000	100	96.86	Food stock Pantry
								4240	100	99.17	Food stock Pantry
								328		-99.17	Food stock Pantry
24/03/2023	240323		ALDI	A012	43.36	0.00	43.36	6000	100	99.17	Food stock Pantry
								4435	120	43.36	Food stock SLS
								328		-43.36	Food stock SLS
24/03/2023	240323A		ALDI	A012	19.17	0.00	19.17	6000	100	19.17	Food stock SSP
								4240	100	19.17	Food stock SSP
								328		-19.17	Food stock SSP
27/03/2023	270323		ALDI	A012	117.14	0.00	117.14	6000	100	19.17	Food stock SSP
								4240	100	117.14	Food stock Pantry
								328		-117.14	Food stock Pantry
								6000	100	117.14	Food stock Pantry

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Creditors for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2023	259475		ASPIRE	A013	953.23	190.64	1,143.87	4191	100	953.23	Microsoft & Security Mar 23
27/03/2023	6944		ABR	A032	180.00	36.00	216.00	4240	100	180.00	Annexe roof repairs
08/03/2023	91939544		ART	A038	20.41	4.08	24.49	4240	100	20.41	Coffee cups
								328		-20.41	Coffee cups
								6000	100	20.41	Coffee cups
16/03/2023	14238		AQUA	A039	27.42	5.48	32.90	4510	120	27.42	Cloche net mesh
15/03/2023	150323		BM	B005	9.17	1.83	11.00	4195	100	9.17	Hanging strips
15/03/2023	150323A		BM	B005	11.97	2.40	14.37	4240	100	11.97	Food pantry stock
								328		-11.97	Food pantry stock
								6000	100	11.97	Food pantry stock
27/03/2023	270323		BM	B005	4.98	1.00	5.98	4240	100	4.98	Soup ladle
								328		-4.98	Soup ladle
								6000	100	4.98	Soup ladle
28/03/2023	280323		EE	E001	12.50	2.50	15.00	4180	100	12.50	VL mobile March 23
02/03/2023	02083507207		EE	E001	68.00	13.60	81.60	4180	100	68.00	2 x mobiles Mar 23
05/03/2023	050323		CLARE	G004	172.80	0.00	172.80	4100	100	172.80	Expenses Nalc Conference CG
08/03/2023	080323		CLARE	G004	60.24	0.00	60.24	4100	100	60.24	House of Lords expenses
21/03/2023	108468761		GUANGZHOU LIN	G014	11.46	2.31	13.77	4360	110	11.46	Coronation balloons
								338		-11.46	Coronation balloons
								6000	110	11.46	Coronation balloons
21/03/2023	109329197		GUANGZHOU YUN	G015	3.74	0.75	4.49	4360	110	3.74	Union Flag straws
								338		-3.74	Union Flag straws
								6000	110	3.74	Union Flag straws
21/03/2023	109298799		GUANG	G016	3.32	0.67	3.99	4360	110	3.32	Union Flag cake decorations
								338		-3.32	Union Flag cake decorations
								6000	110	3.32	Union Flag cake decorations
07/03/2023	070323		HP	H022	8.32	1.67	9.99	4280	100	8.32	Printer charges Mar 23 DS
06/03/2023	86803008		JINHUASHIN	J016	18.17	3.63	21.80	4240	100	18.17	Clothing garment rack
								328		-18.17	Clothing garment rack

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Creditors for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6000	100	18.17	Clothing garment rack
21/03/2023	210323		JENNINGS	J017	22.80	0.00	22.80	4100	100	22.80	Expenses SLS
20/03/2023	1366		LITTLE	L012	7.92	1.58	9.50	4360	110	7.92	Coronation Flag
								338		-7.92	Coronation Flag
								6000	110	7.92	Coronation Flag
16/03/2023	3582032		MAKRO	M010	288.02	15.75	303.77	4435	120	288.02	Food stock
30/03/2023	3583605		MAKRO	M010	205.60	2.00	207.60	4435	120	205.60	Food stock
08/03/2023	080323		NALC	N002	13.33	2.67	16.00	4120	100	13.33	DS Training Leadership
								329		-13.33	DS Training Leadership
								6000	100	13.33	DS Training Leadership
08/03/2023	080323A		NALC	N002	13.33	2.67	16.00	4120	100	13.33	DS FOI training
								329		-13.33	DS FOI training
								6000	100	13.33	DS FOI training
15/03/2023	150323		ROBERTS	R009	90.00	0.00	90.00	4435	120	90.00	Chicken
23/03/2023	230323		ROBERTS	R009	90.00	0.00	90.00	4435	120	90.00	chicken
01/03/2023	0623		STONEHOUSE	S001	28.00	5.60	33.60	4191	100	28.00	Payroll March 23
31/03/2023	BK209829-1		SLCC	S002	250.00	50.00	300.00	4120	100	250.00	CiLCA Portfolio VL
								329		-250.00	CiLCA Portfolio VL
								6000	100	250.00	CiLCA Portfolio VL
31/03/2023	BK209830-1		SLCC	S002	50.00	10.00	60.00	4120	100	50.00	Into to CiLCA VL
								329		-50.00	Into to CiLCA VL
								6000	100	50.00	Into to CiLCA VL
09/03/2023	ORD508945-1		SLCC	S002	51.50	0.80	52.30	4210	100	51.50	Clerks Manual
09/03/2023	QL202641-1		SLCC	S002	30.00	6.00	36.00	4120	100	30.00	DS GDPT Training
								329		-30.00	DS GDPT Training
								6000	100	30.00	DS GDPT Training
06/03/2023	100000429		SBC	S015	14,349.78	2,869.96	17,219.74	4233	100	14,349.78	Cafe Heating installation
15/03/2023	HEP001		SOSI	S063	6,322.00	0.00	6,322.00	4345	110	6,322.00	Feb HAF provision
								337		-6,322.00	Feb HAF provision

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Creditors for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
21/03/2023	108468753		SHENZHEN	S084	4.16	0.83	4.99	6000	110	6,322.00	Feb HAF provision
								4360	110	4.16	Union Flag cup cases
								338		-4.16	Union Flag cup cases
21/03/2023	109298803		SHENZHEN	S084	13.28	2.68	15.96	6000	110	4.16	Union Flag cup cases
								4360	110	13.28	Coronation tablecloths
								338		-13.28	Coronation tablecloths
21/03/2023	108470975		SHENZHEN	S085	15.78	3.16	18.94	6000	110	13.28	Coronation tablecloths
								4360	110	15.78	Hand waving flags
								338		-15.78	Hand waving flags
20/03/2023	108192700		SHENZHEN	S086	9.98	2.00	11.98	6000	110	15.78	Hand waving flags
								4360	110	9.98	Paper crowns
								338		-9.98	Paper crowns
05/03/2023	050323		TRAINLINE	T008	103.67	0.00	103.67	6000	110	9.98	Paper crowns
21/03/2023	302		TWOPRINT	T023	40.42	8.08	48.50	4100	100	103.67	train tickets CG
								4360	110	40.42	King Charles cutout
								338		-40.42	King Charles cutout
16/03/2023	33260		WHITE	W013	6.47	1.30	7.77	6000	110	40.42	King Charles cutout
01/03/2023	14437132		XERO	X001	33.00	6.60	39.60	4195	100	6.47	Mouth to Mouth protection
16/03/2023	102230719		ZHUHAI	Z013	19.16	3.83	22.99	4191	100	33.00	Old payroll March 23
								4280	100	19.16	Toner cartridges

TOTAL INVOICES	25,148.58	3,301.01	28,449.59
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25,148.58

VAT ANALYSISCODE	OTS @ 0.00%	1,110.60	0.00	1,110.60
VAT ANALYSISCODE	S @ 20.00%	16,504.69	3,301.01	19,805.70
VAT ANALYSISCODE	Z @ 0.00%	7,533.29	0.00	7,533.29

TOTALS	25,148.58	3,301.01	28,449.59
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Cashbook 1

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Current Bank A/c

For Month No: 12

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/03/2023	Aldi stores	TRANSFER	18.06		0.27	4100	100	17.79	Food stock
1/03/2023	Asda	TRANSFER	3.25			4100	100	3.25	Food stock
1/03/2023	Aldi stores	TRANSFER	17.28		0.55	4100	100	16.73	Food stock
2/03/2023	Cafe Vinchi	SO	108.00		18.00	4181	100	90.00	Machine rental Mar 23
3/03/2023	Silvertree Books Ltd	TRANSFER	15.99			4100	100	15.99	Crisps
3/03/2023	Amazon	TRANSFER	35.86		5.98	4100	100	29.88	Chocolate bars
7/03/2023	Asda	TRANSFER	23.35		0.90	4100	100	22.45	Food stock
7/03/2023	Chatty Cafe Scheme	TRANSFER	30.00			4100	100	30.00	Registrations 23/24
8/03/2023	Asda	TRANSFER	13.56		0.46	4100	100	13.10	Food stock
8/03/2023	Iceland	TRANSFER	6.50			4100	100	6.50	Food stock
8/03/2023	Firstcall Food Ltd	BACS	256.03		15.60	4100	100	240.43	Food stock
0/03/2023	Smarty	TRANSFER	20.00			4140	100	20.00	Mobile Data Mar 23
3/03/2023	Gbix it	BACS	60.00		10.00	4125	100	50.00	Broadband Mar 23
3/03/2023	Daisy Communications Ltd	BACS	32.46		5.41	4140	100	27.05	Phone march 23
3/03/2023	Cafe Vinchi	BACS	112.80			4100	100	112.80	Coffee
3/03/2023	Firstcall Food Ltd	BACS	157.90			4100	100	157.90	Food stock
3/03/2023	Firstcall Food Ltd	BACS	103.72		6.40	4100	100	97.32	Food stock
3/03/2023	Firstcall Food Ltd	BACS	151.33		2.00	4100	100	149.33	Food stock
3/03/2023	Nesbits	BACS	136.20		22.70	4110	100	113.50	Cleaning materials
5/03/2023	Aldi stores	TRANSFER	10.37		0.18	4100	100	10.19	Food stock
7/03/2023	Sunrise Surprise UK Ltd	TRANSFER	11.93		1.99	4110	100	9.94	Sandwich boxes
9/03/2023	Summer Trading Co Ltd	TRANSFER	12.57		2.10	4110	100	10.47	Baking cup cases
0/03/2023	Firstcall Food Ltd	BACS	90.03			4100	100	90.03	Food stock
1/03/2023	Asda	TRANSFER	14.04		0.79	4100	100	13.25	Food stock
2/03/2023	Asda	TRANSFER	4.70			4100	100	4.70	Food stock
3/03/2023	Iceland	TRANSFER	4.00			4100	100	4.00	Food stock
3/03/2023	Asda	TRANSFER	1.35			4100	100	1.35	Food stock
7/03/2023	Asda	TRANSFER	8.18			4100	100	8.18	Food stock
7/03/2023	Firstcall Food Ltd	BACS	82.23		2.00	4100	100	80.23	Food stock
7/03/2023	Firstcall Food Ltd	BACS	118.16			4100	100	118.16	Food stock
8/03/2023	Asda	TRANSFER	1.25			4100	100	1.25	Food stock
8/03/2023	Amazon	TRANSFER	96.00		16.00	4125	100	80.00	Prime membership 23/24
8/03/2023	Firstcall Food Ltd	BACS	142.54		4.40	4100	100	138.14	Food stock
8/03/2023	DFP Services	BACS	60.00		10.00	4125	100	50.00	Alarm panel callout
9/03/2023	Aldi stores	TRANSFER	18.85		0.55	4100	100	18.30	Food stock
9/03/2023	Aldi stores	TRANSFER	206.16		2.37	4100	100	203.79	Food stock Pantry
0/03/2023	Asda	TRANSFER	5.80			4100	100	5.80	Food stock
0/03/2023	Roberts family butchers	TRANSFER	90.00			4100	100	90.00	Chicken Sunday lunch
0/03/2023	Poundland	TRANSFER	8.80			4110	100	8.80	Easter crafts
1/03/2023	J & B Recycling	DD	29.78		4.96	4125	100	24.82	Recycling Mar 23
1/03/2023	Amazon	TRANSFER	39.14		6.52	4180	100	32.62	WiFi extender

TOTAL PAYMENTS 2358.17

140.13

2218.04

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BILLINGHAM TOWN COUNCIL
STAFFING COSTS

March 2023	Payee	Amount
BACS	Staffing Team salaries, HM Revenue & Customs and Teesside Pensions Fund	£16725.06

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		87,923.73					87,923.73	
bacs	Banked 03/03/2023	405.65						
	Sales Recpts Page 34	405.65	405.65		100			Sales Recpts Page 34
bacs	Banked 03/03/2023	368.97						
bacs	CCLA	368.97			1090	100	368.97	Interest Feb 23
500170	Banked 06/03/2023	391.00						
500170	Various	391.00			1999	100	391.00	Food pantry
500171	Banked 06/03/2023	2,370.78						
500171	BLF-SG	2,370.78			1999	100	2,370.78	Carnival refund
500171x	Banked 14/03/2023	113.00						
500171x	Various	113.00			1999	100	113.00	Food pantry
Total Receipts for Month		3,649.40	405.65	0.00			3,243.75	
Cashbook Totals		91,573.13	405.65	0.00			91,167.48	

Billingham Town Council 2022/23**Bank - Cash and Investment Reconciliation as at 31 March 2023**

Confirmed Bank & Investment Balances**Bank Statement Balances**

31/03/2023	Lloyds Treasurers	46,842.41
31/03/2023	Lloyds Deposit	81,052.58
31/03/2023	Petty Cash	150.00

128,044.99**Other Cash & Bank Balances****124,999.00****253,043.99****Receipts not on Bank Statement****0.00****Closing Balance****253,043.99****All Cash & Bank Accounts**

1	Lloyds Treasurers	46,842.41
2	Lloyds Deposit	81,052.58
3	Petty Cash	150.00
	Other Cash & Bank Balances	124,999.00
	Total Cash & Bank Balances	253,043.99

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Bank A/c	31/03/2023		2,976.37
			<u>2,976.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,976.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,976.37
		Balance per Cash Book is :-	2,976.37
		Difference is :-	0.00

14:06

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2023

		Month Actual	YTD Actual
<u>Account</u>	<u>Sales/Income</u>		
1000	Cafe Sales	2,312	36,080
1999	Other Income	0	26,965
Total Sales/Income		2,312	63,045
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Café Staff Salary	3,290	37,064
4100	Stock Food/Drink	1,701	17,552
4110	Stock non Food/Drink	143	2,928
4120	Staff Expenses	0	89
4125	Cafe Running Costs	205	2,367
4140	Telephone & Broadband	47	751
4180	Equipment & Furnishings	33	910
4181	Machine Rental	90	1,080
4200	Square Costs	24	362
Total Indirect/Overhead Expenditure		5,532	63,103
Operating Profit		(3,220)	(58)
% Operating Profit		-139.29%	-0.09%

SPONSORSHIP APPLICATION FORM

Organisations may only receive one sponsorship per financial year.

SECTION 1: ORGANISATION AND APPLICANT DETAILS

1.	Name of Organisation/Individual.	Billingham International Folklore Festival of World Dance
2.	Name and address of contact for this application.	Olga Maloney, Artistic Director BIFF Ltd Stockton Business Centre 70 Brunswick Street Stockton on Tees TS18 1DW
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	info@billinghamfestival.co.uk
5.	Status of organisation (if registered charity, please include number).	Company Ltd by guarantee No 3708860 Registered Charity in England and Wales No 1077067
6.	How long has the organisation been established?	Since 1965 (57 years)
7.	Brief description of purpose of organisation.	To preserve and advance public education and appreciation of traditional and contemporary folk dance, music, song and other related traditional crafts and folk arts from all countries of the World.
8.	Are you part of/affiliated to a larger organisation?	No
9.	How many members do you have that reside in Billingham?	20 members of BIFF Ltd, thousands of audience, participants and community groups
10.	Is there an annual subscription/membership fee?	Yes, £20 – individual, £32 – couple
11.	Please provide contact details for another senior member of your organisation.	[REDACTED] member of BIFF Board of Trustees [REDACTED] [REDACTED]
12.	Please provide contact details for an independent referee.	[REDACTED] [REDACTED] [REDACTED]

SECTION 2: FUNDING		
13.	Total cost of funding?	£21,520.00
14.	Amount of sponsorship requested?	£4,000.00
15.	How much has already been raised towards the project?	£17,520.00
16.	How will the balance be funded? (if applicable).	BIFF fundraising secured
17.	Has any further funding been sought for this project? If so, please specify details.	No
18.	Have you sought more than one quote for the project? (Please enclose copies).	Not applicable
19.	Does the organisation have its own bank account with a minimum of two signatories?	Yes

Please include with your application:

- Accounts for the last two year (draft accounts will be accepted if not yet audited);

Start up groups without two years of accounts should enclose a signed bank statement and business plan with their application.

SECTION 3: PROJECT DETAILS

20.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p><i>(If necessary, please supply further details on a separate sheet of paper).</i></p>	Please see project details and description attached
21.	How many people in Billingham do you expect to benefit directly from the project?	6500
22.	Please advise the timescale for the project.	23 rd April – 21 st August 2023
23.	Will the project require ongoing financial support? If so, how will this be funded?	No

GRANT APPLICATION FORM

This application form may be used for grant applications up to £500 in the financial year. Organisations may only receive one grant per financial year. Please refer to policy and guidance notes when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual.	Well-Being Group
2.	Name and address of contact for this application.	Sarah Griffin [REDACTED] [REDACTED]
3.	Telephone number/s of contact for this application.	[REDACTED]
4.	Email address of contact for this application.	[REDACTED]
5.	Status of organisation (if registered charity, please include number).	Independent – volunteer lead
6.	How long has the organisation been established?	May 2022
7.	Brief description of purpose of organisation.	To improve and maintain a healthy overall well-being.
8.	Are you part of/affiliated to a larger organisation?	No
9.	How many members do you have that reside in Billingham?	6 attendees 2 volunteers
10.	Is there an annual subscription/membership fee?	No
11.	Please provide contact details for another senior member of your organisation.	[REDACTED]
12.	Please provide contact details for an independent referee.	[REDACTED]

SECTION 3: PROJECT DETAILS

20.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p><i>(If necessary, please supply further details on a separate sheet of paper).</i></p>	<p>The group is now held in the café in the park (back room)</p> <p>The group will continue to provide an up-lifting space for individuals to discover themselves, gain confidence, and take part in new activities with the aim of them continuing in their own time. To experience a sense of belonging within this community group.</p> <p>Taster sessions, again with Yoga and mindfulness will be sought after, where possible once a month.</p> <p>We hope to, in the coming months help out in the new garden.</p> <p>The group is open to anyone who feels they need a little lift in life, interaction, recover from isolation, low levels of mental health.</p> <p>We have only received positive feedback regarding the group, how it has helped to change people's lives!</p> <p>Numbers will be continually assessed, and will obtain regular feedback from attendees and social prescribers.</p>
21.	How many people in Billingham do you expect to benefit directly from the project?	We have set a cap to 12 people attending so we can continue the quality of the group.
22.	Please advise the timescale for the project.	On-going
23.	Will the project require ongoing financial support?	Yes

SECTION 2: FUNDING		
13.	Total cost of funding?	£500.00
14.	Amount of grant requested? (max £500)	£500.00
15.	How much has already been raised towards the project?	£393.74 previous funding Billingham Town Council
16.	How will the balance be funded? (if applicable).	N/A
17.	Has any further grant funding been sought for this project? If so, please specify details.	As above
18.	Have you sought more than one quote for the project? (Please enclose copies).	The Teesside Charity – 306.00 – 17.06.22
19.	Does the organisation have its own bank account with a minimum of two signatories?	Business Account – one signatory (Sarah Griffin)

Please include with your application:

- Accounts for the last two year (draft accounts will be accepted if not yet audited);

Start up groups without two years of accounts should enclose a signed bank statement and business plan with their application.