

# HORLEY TOWN COUNCIL

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## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday 17 June 2025 at 7.30pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

#### SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 17 June 2025, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Chief Executive Officer

#### Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk) or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

#### Public Forum:

**Members of the Public and Press are welcome to attend this meeting in person.**

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair may direct that a question or comment is submitted in writing which shall be answered in due course.

# **HORLEY TOWN COUNCIL**

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday 17 June 2025 at 7.30pm**

**All correspondence and papers referred to in the public part of the agenda are available to view in the Town  
Council Offices during normal office hours or on the website**

**The meeting will be preceded by a minute's silence in memory of former Town Councillor,  
Richard Bethell, who sadly passed away recently.**

## **AGENDA**

- 1 Apologies for Absence**  
To receive apologies for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**  
To approve the Minutes of the Annual Council Meeting held on [6 May 2025](#)
- 5 Election of a Town Councillor (Horley West Ward), By-Election on 5 June 2025 (Sam Mearing duly elected)**
  - i) To receive the elected Member's Declaration of Acceptance of Office.
  - ii) To receive the elected Member's Declaration of Disclosable Pecuniary and Non-Pecuniary Interests.
  - iii) Committee membership – To agree the appointment.
- 6 Full Council Updates**
- 7 Committee Reports**
  - i) To receive the draft Minutes of the meetings of the following Committee:  
**Leisure Committee** held on [22 April 2025](#) and [6 May 2025](#)
  - ii) To receive the Minutes of the meetings of the following Committee:  
**Planning and Development Committee** held on [8 April 2025](#), [6 May 2025](#) and [13 May 2025](#)
- 8 Council Chair's Report**  
To receive a report of events attended by the Chair or representative since the Full Council meeting held on 6 May 2025 (attached).
- 9 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To receive any updates from Cllr Mike George as the HTC representative on the SALC Board.
  - ii) To receive any other updates from the National and County Associations.
- 10 Borough, County Council and Other Updates**
  - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 2 June 2025.
  - ii) To receive an update on the RBBC/HTC Liaison meeting, held on 5 June 2025.
  - iii) To receive an update on any other matters.
- 11 Internal Audit Matters**
  - i) Internal Audit 2024/25 - To receive the Final Report from the Internal Auditor and responses from the CEO/RFO, as necessary (attached).
  - ii) To receive the Councillors' Audit Certificates for January, February, and March 2025 (attached).
  - iii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 March 2025 (attached).
  - iv) To agree the Councillor Audit Rota for 2025/26 (attached).
- 12 Annual Audit for the Year Ending 31 March 2025**
  - i) To approve the unaudited Balance Sheet and Reserve Analysis as of 31 March 2025 (attached).
  - ii) To approve the Annual Governance Statement 24/25 (Section 1) (attached).
  - iii) To approve the Accounting Statement 24/25 (Section 2) and the Annual Internal Audit Report (attached).

**13 Community Foundation for Surrey - Horley Edmonds Community Fund (HECF)**

- i) To ratify the CFS Trustees' Drawdown Recommendations and the Town Council's response.
- ii) To note receipt of the HECF Statement for the period 1 April 2024 to 31 March 2025.

**14 HTC Grants Scheme – Funding Applications**

To consider an application from Horley Infant School for £800 to install a temperature and light regulated cabinet to house a defibrillator at the front of the school (attached).

**15 Operational Matters**

To ratify a donation of £500 through the General Power of Competence (GPC) to the Air Ambulance Charity Kent Surrey Sussex (KSS) – with representation as guest speaker at the Annual Town Public Forum on 16 May 2025.

**16 Town Council Commercial Combined Insurance Renewal 2025/26 totalling £14,950.05**

- i) To ratify the annual Combined Insurance Premium from Aviva, in the total sum of £13,337.48 (including IPT and administration charge).
- ii) To ratify the annual Personal Accident Premium from Aviva, in the total sum of £524.41 (including IPT and administration charge).
- iii) To ratify the Town Council's separate annual Cyber Protection Policy for 2024/25 in the total sum of £1,088.16 (including IPT and administration charge).
- iv) To note the renewal of the three-year long-term agreement (LTA) with Aviva, which expires in June 2026, resulting in a 5% discount.

**17 Handelsbanken Banking Arrangement**

To resolve that the Chief Executive Officer and RFO be the banking signatories and have access to the online account.

**18 Working Groups**

To receive an update from the Chair of the Environment Working Group on its meeting held on 3 June 2025.

**19 Outside Bodies**

To receive any updates from the Town Council representatives on the following outside bodies:

- i) Borough Standards Committee
- ii) Royal British Legion

**20 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project**

To receive an update on the progress with the project in line with the programme and anticipated timescales.

**21 Communications Received**

**22 Diary Dates**

**23 Items for Future Consideration**

To note urgent business for inclusion on future agenda.

**24 Press Release**

To agree items for inclusion.


**25 Exclusion of Public and Press**

**"In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."**

**26 Council CCTV Upgrade and Service Contract**

**CONFIDENTIAL**

To consider the recommendations for contract award for the CCTV Upgrade and Service Contract, to be covered by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £25,000 plus VAT.



**Signed: Chief Executive Officer**  
**12 June 2025**

**Date of Next Meeting – 29 July 2025**



# HORLEY TOWN COUNCIL

## Minutes of the Annual Meeting of Horley Town Council held on Tuesday 6 May 2025 at 7.30 pm

### Present

Cllrs	Hannah Avery	Lynne Burnham	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker	Lynnette Easterbrook	Samantha Marshall
		Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton

### \* Absent

### In Attendance

J Walsh (Chief Executive Officer - CEO)  
S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)

### C 6063

#### Election of the Chair of the Council

Cllr Wotton proposed and Cllr Burnham seconded that Cllr Lynnette Easterbrook be nominated as Chair of the Council and Town Mayor. Members were asked by the Chair if there were any further nominations to which Cllr Baird proposed and Cllr Avery seconded that Cllr Samantha Marshall be nominated as Chair of the Council and Town Mayor. A recorded vote was requested by Cllr Beech.

The result of the recorded vote for Cllr Easterbrook was as follows:

**In Favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

Cllr Easterbrook was declared elected by a simple majority with 9 votes. Cllr Easterbrook thanked Cllr Saunders for all his hard work as Chair over the past two years.

**RESOLVED: that Cllr Lynnette Easterbrook be elected Chair of Horley Town Council and Town Mayor for the Municipal Year 2025/26.**

### C 6064

#### Receipt of the Incoming Chair's Declaration of Acceptance of Office

**RESOLVED: that receipt by the CEO of the signed Declaration of Acceptance of Office as Council Chair from Cllr Lynnette Easterbrook, for the Municipal Year 2025/26, be noted.**

### C 6065

#### Presentation of Past Chair's Medal

Cllr Easterbrook took the Chair and presented Cllr Saunders with a past Chair's Medal.

**RESOLVED: noted.**

### C 6066

#### Election of the Vice-Chair of the Council

Cllr George proposed and Cllr Saunders seconded that Cllr Emma Fagan be nominated as Vice-Chair of the Council and Deputy Town Mayor. The Members were asked by the Council Chair if there were any further nominations, to which Cllr Marshall proposed, and Cllr Avery seconded that Cllr Jante Baird be nominated as Vice-Chair of the Council and Deputy Town Mayor. A recorded vote was taken.

The result of the recorded vote for Cllr Fagan as Vice- Chair was as follows:

**In favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**C 6066)**      **Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

Cllr Fagan was declared elected by a simple majority with 9 votes.

***RESOLVED: that Cllr Emma Fagan be elected Vice-Chair of Horley Town Council and Deputy Town Mayor for the Municipal Year 2025/26.***

**C 6067**      **Apologies and Reasons for Absence**

***RESOLVED: None received (all Members present).***

**C 6068**      **Ordinary Meeting of the Council, 18 March 2025**

***RESOLVED: that the Minutes of the Council Meeting held on [18 March 2025](#), be approved with the above amendments.***

**C 6069**      **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**

The CEO confirmed that all amendments had been received, recorded and updated on the website.

***RESOLVED: noted.***

**C 6070**      **Confirmation of Inspection of Town Council Deeds and Trust Instruments.**

The CEO confirmed that all Town Council Deeds and Trust Instruments had been inspected and were in order. She added that they were stored in a secure cabinet, in addition to a digital legal document archive and index with links to the documents for extra resilience.

***RESOLVED: that the annual inspection of Town Council Deeds and Trust Instruments with no issues arising, be noted.***

**C 6071**      **Council Appointments 2025/26**

***RESOLVED: that the appointment of Members to the following Committees:***

- i) Leisure & Amenities Committee***
- ii) Planning & Development Committee***
- iii) Staff Committee***

***for the Municipal Year 2025/26 and appended to the signed copy of these minutes, be approved.***

**C 6072**      **Appointment of a Finance Lead Member**

Cllr Burnham proposed and Cllr Wotton seconded that Cllr Martin Saunders be nominated as Finance Lead Member. The Members were asked by the Council Chair if there were any further nominations, to which Cllr Avery proposed, and Cllr Marshall seconded that Cllr Jordan Beech be nominated as Finance Lead Member. A recorded vote was taken.

The result of the recorded vote for Cllr Saunders as Finance Lead member was as follows:  
**In favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

**C 6072)** Cllr Saunders was declared elected as Finance Lead Member by a simple majority with 9 votes.

***RESOLVED: that the appointment of Cllr Saunders as Finance Lead Member for the Municipal year 2025/26, be approved.***

**C 6073** ***Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2025/26***

Members' Appointments for the Municipal Year 2025/26 were considered and agreed. It was noted that the election of Chair and Vice-Chair to the Standing Committees would be made at the first of each of these meetings to be held immediately after the Annual Council Meeting.

***RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2025/26 and appended to the signed copy of these minutes, be approved.***

**C 6074** **Appointment of the Council's Project Management Consultant**

***RESOLVED: That the appointment of the Council's Project Management Consultant, be approved for a two-year term 2025-2027.***

**C 6075** **Calendar of Council Meetings 2025/26**

***RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2025/26 and appended to the signed copy of these Minutes, be approved.***

**Council Governance: Annual Review**

**C 6076** **Standing Orders:**

The CEO reported that Standing Orders has been amended in line with the Model Standing Orders 2025 Update (England). She explained that the amendments included making provisions for the new procurement legislation and ensuring consistency with NALC's Model Financial Regulations.

***RESOLVED: that the Town Council's Standing Orders, as amended in the NALC Model Standing Orders 2025, be adopted published on the Town Council website, with the following amendments:***

- i)*** That **SO 3k (Meetings Generally)**, stating that "a member shall stand when speaking at Full Council meetings (except when a person has a disability or is likely to suffer discomfort) but shall remain seated when speaking at Committee meetings" with no change, be approved.
- ii)*** That **SO 3j (Meetings Generally)**, to include the Council's new Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy and Guidelines, be approved.
- iii)*** That **SO 14a-14c (Code of Conduct)** as amended to better reflect compliance with the Code, be approved.
- iv)*** That **SO 18a. v-18f (Financial Controls and Procurement)** in accordance with new procurement legislation and sum thresholds for higher value contracts; be approved;
- v)*** That language generally within the document be changed to gender-neutral terms, be approved.

- C 6077**      **Financial Regulations**  
The RFO reported that the Financial Regulations had been amended in the Model Financial Regulations for Local Councils (March 2025) in accordance with The Procurement Act 2023 and Procurement Regulations 2024.
- C 6078**      ***RESOLVED: that that Town Council's Financial Regulations, as amended in the NALC Model Financial Regulations 2025, be adopted and published on the Town Council website, with the following amendments:***  
          *i) that paragraph 5.15 to 6.8 (Financial Controls and Procurement), increasing the procurement sum threshold from 30k to 60k and setting out new rules to be applied for full tenders on higher value contracts, be noted.*
- C 6079**      ***RESOLVED: that the CEO's authorisation limit to be increased from £2,000 to £5,000 for urgent expenditure, or in cases of serious risk to service delivery or to public safety on council premises, be approved.***
- C 6080**      ***RESOLVED: that the Town Council's Scheme of Delegation (former version adopted on 07 May 2024), as amended be approved and published on the Town Council website.***
- C 6081**      **Cllr Burnham left the meeting at 8.03pm.**
- C 6082**      **Council Policies**  
  
***RESOLVED: that the Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy Guidelines, be approved and published on the Town Council website.***
- C 6083**      **Review of Council spending under the General Power of Competence (GPC)**  
  
***RESOLVED: that the list of payments approved by Town Council under the General Power of Competence (GPC) for 2024/25, be noted.***
- C 6084**      **Members' Allowance Scheme**  
  
***RESOLVED: that***  
          *i) the arrangements for the payment of Members allowances for the 2025/265 Municipal year, be noted.*  
          *ii) the procedural arrangements by Members for opting out of the Members' Allowance Scheme for 2025/26, be noted.*
- C 6085**      **Town Councillor Vacancy: Horley West Ward**  
  
The CEO updated Members on the forthcoming by-election in the Horley West Ward, scheduled for 5 June 2025. She advised that Westvale Park Primary Academy School will not be available as a polling station due to ongoing construction works. As an alternative, Horley Town Football Club has been identified as a suitable venue for the HRW4 Polling District. Some concerns regarding the reliability of the club's lift for disabled access and will be taken up by the RBBC Electoral Services team to ensure it is checked and operational.  
  
***RESOLVED: noted.***
- C 6086**      **Horley Edmonds Community Fund (HECF) - Endowment Fund**

- C 6086)**      **RESOLVED:**  
i) *that receipt of the Horley Edmonds Community Fund Statement for the period 1 April 2024 to 28 February 2025, be noted.*  
ii) *that the application for funding of £1,500 for the SparkFish project towards a Youth Worker at Oakwood School as recommended by the Smaller Grants panel, be ratified.*
- C 6087**      **HTC Neighbourhood CIL**  
  
**RESOLVED:** *that receipt of the latest quarterly CIL Report from Reigate & Banstead Borough Council, for the period 16/12/24-15/03/25, be noted.*
- C 6088**      **Diary Dates**  
  
13 May 2025: Planning Committee (Full)  
16 May 2025: Annual Town Public Forum  
20 May 2025: Final Internal Audit (remote)  
  
**RESOLVED:** *noted.*
- C 6089**      **Items for Future Consideration**  
  
The CEO advised that there will be a future update on Local Government Reorganisation (LGR) and Devolution.  
  
**RESOLVED:** *noted.*
- C 6090**      **Press Release**  
  
Appointments of Council Chair & Town Mayor (Cllr Lynnette Easterbrook) together with Vice-Chair and Deputy Town Mayor (Cllr Emma Fagan).  
  
**RESOLVED:** *noted.*
- C 6091**      **Confidential Minutes**      **CONFIDENTIAL**  
  
**RESOLVED:** *that the Confidential Minutes of the Council Meeting held on [18 March 2025](#), be approved.*  
  
Meeting closed at 8.25 pm.    Date of next meeting: 17 June 2025



## List of Mayoral Events 06 May – 12 June 2025

Date	Event	Location
10/05/2025	Royal British Legion Street Stall for VE Day	Horley High Street
22/05/2025	R&B Annual Council and Mayor Making Ceremony	Reigate Town Hall
23/05/2025	Official Opening of Stripey Stork New 'Nest'	Stripey Stork, Reigate
24/05/2025	Africa Day 2025	Horley Recreation Ground
06/06/2025	Surrey Mayors Association Welcome Party	Reigate Town Hall



Clerk to the Council  
Horley Town Council  
The Council Offices  
92 Albert Road  
Horley, Surrey  
RH6 7HZ

20<sup>th</sup> May 2025

Dear Joan

**Re: Horley Town Council**  
**Internal Audit Year Ended 31 March 2025 – Year-End Audit report**

**Executive summary**

Following completion of our year-end internal audit we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside any interim audit reports issued. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Horley Town Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

### Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

### Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website <https://www.horleysurrey-tc.gov.uk/>

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**Year End 2023/24 Audit - Points Carried Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
	None	

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check that the council's Finance Regulations are being routinely followed.*

Further to the testing conducted at the interim audit, I checked a sample of invoices and payments made towards the end of the financial year. I was able to confirm amounts processed matched the amounts paid on the bank statements, were consistent with the associated invoice and had been approved in accordance with the council's adopted Financial Regulations.

I am satisfied the requirements of this control objective were met for 2024/25.

## C. RISK MANAGEMENT AND INSURANCE

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### **Audit findings**

I asked if assertion 8 of the annual governance statement had any impact on the council. There is no impact.

*"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

I am satisfied the requirements of this control objective were met for 2024/25.

## D. BUDGET, PRECEPT AND RESERVES

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### **Audit findings**

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 165.8% and total expenditure as 103.4% against budget. This equates to an additional £471,421 of income and £22,031 of expenditure. In addition to this, there were £272,820 of net transfers to ear marked reserves, resulting in an overall £176,570 surplus for the year which is added to general reserves.

I have reviewed the income and expenditure against budget and note the additional unbudgeted income is due in the main to £343k of CIL income (now earmarked), £32k of interest and £102k (now earmarked) of grants for community projects.

The overspends against budget are attributable in the main to salary costs, and playpark maintenance. All other line items exhibit only minor variances, this suggests that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £766,817 in earmarked reserves (EMR) and a further £426,002 in the general reserve. The earmarked reserves are listed and appear to be for bonafide ongoing projects.

The Smaller Authorities Proper Practices Panel (SAPPP) formally JPAG Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

Excluding CII income, I estimate the net revenue expenditure of that of the council is circa £450,000. This would give a general reserve balance range of between £112,500 and £450,000. The general reserve balance is within the recommended range.

I am satisfied the requirements of this control objective were met for 2024/25.

## **G. PAYROLL**

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm this includes only salary payments, HMRC payments and pension contributions.

I am satisfied the requirements of this control objective were met for 2024/25.

## **H. ASSETS AND INVESTMENTS**

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

I confirmed to third party evidence the interest, capital and end of year loan balances on the PWLB loans as shown in boxes 5 & 10 of the AGAR. There we no errors.

I am satisfied the requirements of this control objective were met for 2024/25.

## **I. BANK AND CASH**

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks and found no errors. The balances agreed to the end of year AGAR.

The council benefits in part from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council also has an adopted investment strategy on its website.

I am satisfied the requirements of this control objective were met for 2024/25.

## J. YEAR END ACCOUNTS

### Internal audit requirement

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

### Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

## **Section 2 – Accounting Statements**

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	415,520	676,428	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	525,016	604,096	Figure confirmed to central precept record
3	Total other receipts	407,424	583,459	Agrees to underlying accounting records
4	Staff costs	232,078	222,521	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	47,141	47,141	Confirmed to PWLB documents
6	All other payments	392,313	398,502	Agrees to underlying accounting records
7	Balances carried forward	676,428	1,195,819	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	736,620	1,237,239	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	2,424,580	2,560,984	Matches asset register total and changes from previous year have been traced
10	Total borrowings	578,039	546,643	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		<input checked="" type="checkbox"/>		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

### **Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation properly completed. **The council has forgotten to tick “no” to box 11a.**

The AGAR correctly casts and cross casts and last year’s comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed to explain the variances where required.

I am satisfied the requirements of this control objective were met for 2024/25.



## **K. LIMITED ASSURANCE REVIEW**

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)*

### **Audit findings**

The council did not certify itself exempt in 2023/24 due to not exceeding the income and expenditure limits therefore this test does not apply.

## **L: PUBLICATION OF INFORMATION**

### **Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### **Audit findings**

We have considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). [https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksem\\_20150494\\_en.pdf](https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksem_20150494_en.pdf)

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> & [https://ico.org.uk/media/for-organisations/documents/1266/parish\\_council\\_information\\_guide.doc](https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc)

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

The council has income & expenditure greater than £200k and is following as best practice the main requirements of the Local Government Transparency Code 2015.

I reviewed the model publication scheme requirements and can confirm the council has a dedicated web page in place to cover the requirements.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2023/24 inclusive.

I am satisfied the requirements of this control objective were met for 2024/25.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.*

*(During the 2024/2025 AGAR period, were public rights in relation to the 2023/2024 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*

**Audit findings**

Inspection – key dates	2023/24	2024/25 Proposed
Date AGAR signed by council	18 <sup>th</sup> June	17 <sup>th</sup> June
Date inspection notice issued	21 <sup>st</sup> June	20 <sup>th</sup> June
Inspection period begins	24 <sup>th</sup> June	23 <sup>rd</sup> June
Inspection period ends	2 <sup>nd</sup> August	1 <sup>st</sup> August
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2024/25 meet the statutory requirements.

I am satisfied the requirements of this control objective were met for 2024/25.

**Achievement of control assertions at year-end audit date**

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	<input checked="" type="checkbox"/>		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			<input checked="" type="checkbox"/> None
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H	Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I	Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			<input checked="" type="checkbox"/> N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	<input checked="" type="checkbox"/>		
M	M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.  (During the 2024/2025 AGAR period, were public rights in relation to the 2023/2024 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	<input checked="" type="checkbox"/>		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			<input checked="" type="checkbox"/> N/a

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Mark Mulberry**

**Mulberry Local Authority Services Ltd**

**Year-End Audit - Points Carried Forward**

None at the year end

Audit Point	Audit Findings	Council comments
AGAR	The council has forgotten to tick “no” to box 11a.	


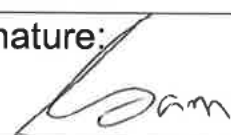


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

**January 2025**

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
N/A	
Name: L. EASTERBROOK Signature: 	Signature: 
Name: M. SAUNDERS Signature: 	
Date: 22/5/25	Date: 22/5/25




# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

**February 2025**

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
REQUEST FOR ITEMS HELD IN SAFE TO BE ITEMISED IN BANK ACCOUNTS FOLDER	Comments noted.
Name: LEASTREBROOK Signature: 	Signature: 
Name: M. SAWORS Signature: 	Sam Adenys
Date: 22/5/25	Date: 22/5/25


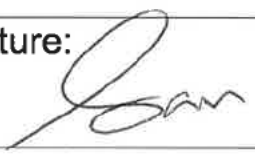

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

**March 2025**

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
N/A -	N/A
Name: L. EASTRICKBROOK Signature: 	Signature: 
Name: M. SAUNDERS Signature: 	SAM ADEWUSI
Date: 22/5/25	Date: 22/5/25

Date:13/02/2025

Horley Town Council

Page 1

Time: 13:20

**Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 1 - HSBC Current 51219138**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/01/2025		72,465.95
			<u>72,465.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,465.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			72,465.95
		<b>Balance per Cash Book is :-</b>	<b>72,465.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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



Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	31/01/2025		561,241.82
			<u>561,241.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			561,241.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			561,241.82
		Balance per Cash Book is :-	561,241.82
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	31/01/2025		1,201.53
			<u>1,201.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,201.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,201.53
		Balance per Cash Book is :-	1,201.53
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/01/2025		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	31/01/2025		933.14
			<u>933.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			933.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			933.14
		Balance per Cash Book is :-	933.14
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:13/02/2025

Horley Town Council

Page 1

Time: 13:41

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 6 - Handelsbanken 50044859

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/01/2025		622,325.30
			<u>622,325.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			622,325.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			622,325.30
		Balance per Cash Book is :-	622,325.30
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 7 - Safe ( unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	31/01/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

18/02/2025

## Horley Town Council

10:49

Cashbook transactions totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	10	10/01/2025	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	10	29/01/2025	QL206519-1	Society of Local Council Clerk	144.00
1	HSBC Current 51219138	10	29/01/2025	QL206520-1	Society of Local Council Clerk	144.00
1	HSBC Current 51219138	10	21/01/2025	22460	Reigate Environmental Services	430.50
1	HSBC Current 51219138	10	29/01/2025	INV006450	Reigate Environmental Services	156.00
1	HSBC Current 51219138	10	29/01/2025	27135	PLG Signs	151.20
1	HSBC Current 51219138	10	29/01/2025	08650	London Hearts	1,800.00
1	HSBC Current 51219138	10	29/01/2025	4649	Cooper Weston Group Ltd	144.00
1	HSBC Current 51219138	10	29/01/2025	47833	Cityspec Specialist Pest Manag	828.00
1	HSBC Current 51219138	10	29/01/2025	4092-10	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	10	29/01/2025	GB54PK8AB	Amazon Business	60.33
1	HSBC Current 51219138	10	22/01/2025	106067	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	10	21/01/2025	INV-1715	Prestige Doors	228.00
1	HSBC Current 51219138	10	21/01/2025	1000059	LG Business Consultants	775.80
1	HSBC Current 51219138	10	21/01/2025	13368	L&C Installations Ltd	554.17
1	HSBC Current 51219138	10	21/01/2025	469859	BRITANIACREST RECYCLING	282.00
1	HSBC Current 51219138	10	20/01/2025	48263823	Zen Internet Limited	35.40
1	HSBC Current 51219138	10	17/01/2025	INV2013765	Sage UK	66.00
1	HSBC Current 51219138	10	17/01/2025	IN00026369	Corona Energy	138.49
1	HSBC Current 51219138	10	17/01/2025	IN00026371	Corona Energy	144.15
1	HSBC Current 51219138	10	17/01/2025	IN00026299	Corona Energy	124.79
1	HSBC Current 51219138	10	16/01/2025	01385	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	10	16/01/2025	151762	Nviro Ltd	2,069.89
1	HSBC Current 51219138	10	16/01/2025	16360	HS Door Systems Ltd	211.20
1	HSBC Current 51219138	10	08/01/2025	549095-10	SES Water	100.00
1	HSBC Current 51219138	10	08/01/2025	1097603	UK safety Management Ltd	208.66
1	HSBC Current 51219138	10	08/01/2025	INV-26139	Smartguard Security	893.52
1	HSBC Current 51219138	10	08/01/2025	1108004	Rocket Badge	1,596.00
1	HSBC Current 51219138	10	08/01/2025	10929871	Idverde Limited	6,347.70
1	HSBC Current 51219138	10	08/01/2025	93610	Fire Protection Services Surre	167.88
1	HSBC Current 51219138	10	08/01/2025	4092	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	10	02/01/2025	15633/126	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	10	19/01/2025	BACS	HSBC	9.50
1	HSBC Current 51219138	10	28/01/2025	803039101/	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	10	27/01/2025	SBS126604	Spitfire Networking Services L	75.60
1	HSBC Current 51219138	10	16/01/2025	00082312	SOS Systems Limited	83.81
1	HSBC Current 51219138	10	16/01/2025	INV01596	MVL Architects and Surveyors	1,795.50
1	HSBC Current 51219138	10	10/01/2025	12145157	HSBC UK Bank PLC	60.36
5	FairFX Bank Debit Card	10	04/01/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	10	28/01/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	10	03/01/2025	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	10	03/01/2025	EBUK-37999	Email Blaster UK	1.02
5	FairFX Bank Debit Card	10	13/01/2025	IEE2035000	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	10	22/01/2025	E0200UNEY	Microsoft Ireland Operations L	190.20
5	FairFX Bank Debit Card	10	31/01/2025	GB-TI25003	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	10	17/01/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	10	24/01/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	10	31/01/2025	BACS	Milk and More	5.00

Horley Town Council

Cashbook transactions totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	10	02/01/2025	To Savings	HSBC Deposit 01219154	93,264.00
1	HSBC Current 51219138	10	21/01/2025	BACS	Surrey Pensions	3,147.56
1	HSBC Current 51219138	10	23/01/2025	BACS	HMRC	3,609.13
1	HSBC Current 51219138	10	20/01/2025	To Payroll	HSBC Payroll 81345788	100,000.00
2	HSBC Deposit 01219154	10	10/01/2025	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	10	24/01/2025	To Current	HSBC Current 51219138	10,000.00
2	HSBC Deposit 01219154	10	30/01/2025	To current	HSBC Current 51219138	25,000.00
3	HSBC Payroll 81345788	10	18/01/2025	BACS	HSBC	8.00
3	HSBC Payroll 81345788	10	28/01/2025	BACS	Net Salaries	10,791.67
1	HSBC Current 51219138	10	20/01/2025	BACS	SumUp	1.05

[illegible]



18/02/2025

Horley Town Council

10:49

Cashbook transactions totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	10	31/01/2025	62.00
1	HSBC Current 51219138	10	31/01/2025	62.00
2	HSBC Deposit 01219154	10	02/01/2025	93,264.00
3	HSBC Payroll 81345788	10	20/01/2025	100,000.00
1	HSBC Current 51219138	10	10/01/2025	20,000.00
1	HSBC Current 51219138	10	24/01/2025	10,000.00
1	HSBC Current 51219138	10	30/01/2025	25,000.00
6	Handelsbanken 50044859	10	31/01/2025	1,990.93

## 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	Reigate & Banstead Borough Cou	15633/126	104.00		National Non-Domestic Rates
02/01/2025	HSBC Deposit 01219154	To Savings	93,264.00		Transfer to Savings Acc
08/01/2025	SES Water	549095-10	100.00		549095-5/248/SES Water
08/01/2025	UK safety Management Ltd	1097603	208.66		PAT Testing Albert Rooms
08/01/2025	Smartguard Security	INV-26139	893.52		Security patrols
08/01/2025	Rocket Badge	1108004	1,596.00		Past Mayor's Badge
08/01/2025	Idverde Limited	10929871	6,347.70		Ground Maintenance 01/12 to 31
08/01/2025	Fire Protection Services Surre	93610	167.88		Fire Extinguishers service Inn
08/01/2025	Bennetts Builders Ltd	4092	1,303.06		Yearly invoice for works
10/01/2025	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals Bank
10/01/2025	HSBC UK Bank PLC	12145157	60.36		HSBC Bank Charges
16/01/2025	Michael Stone Window Cleaning	01385	55.00		Window Cleaning Albert Rooms
16/01/2025	Nviro Ltd	151762	2,069.89		Cleaning 01/01 to 31/01
16/01/2025	HS Door Systems Ltd	16360	211.20		Cafe doors fix
16/01/2025	SOS Systems Limited	00082312	83.81		Printer Usage Bill
16/01/2025	MVL Architects and Surveyors	INV01596	1,795.50		Office Expansion Meeting
17/01/2025	Sage UK	INV2013765	66.00		Sage Payroll
17/01/2025	Corona Energy	IN00026369	138.49		Office Electricity Charges
17/01/2025	Corona Energy	IN00026371	144.15		Innes Electricity Charges
17/01/2025	Corona Energy	IN00026299	124.79		Rec Electricity Charges
19/01/2025	HSBC	BACS	9.50		Bank Charges
20/01/2025	Zen Internet Limited	48263823	35.40		Broadband Bowls Club
20/01/2025	HSBC Payroll 81345788	To Payroll	100,000.00		Transfer to payroll account
20/01/2025	SumUp	BACS	1.05		Bank Charges -Sumup
21/01/2025	Reigate Environmental Services	22460	430.50		Inne Pavillion Legionella Test
21/01/2025	Prestige Doors	INV-1715	228.00		Door repair at the cafe
21/01/2025	LG Business Consultants	1000059	775.80		Consultancy & Project work Dec
21/01/2025	L&C Installations Ltd	13368	554.17		Electricity repairs at Albert
21/01/2025	BRITANIACREST RECYCLING	469859	282.00		Skip at Church Rd allotment
21/01/2025	Surrey Pensions	BACS	3,147.56		Pension Contributions Sept
22/01/2025	Micro Maintenance Limited	106067	492.78		Monthly IT Support
23/01/2025	HMRC	BACS	3,609.13		PAYE Contributions Dec 2024
27/01/2025	Spitfire Networking Services L	SBS1266046	75.60		Broadband Bill Innes and Cafe
28/01/2025	VIRGIN MEDIA BUSINESS	803039101/	72.00		Broadband Bill
29/01/2025	Society of Local Council Clerk	QL206519-1	144.00		ILCA Fee Sophie Mandak
29/01/2025	Society of Local Council Clerk	QL206520-1	144.00		ILCA Fee Joanna Stay
29/01/2025	Reigate Environmental Services	INV006450	156.00		Innes Shower Cleaning
29/01/2025	PLG Signs	27135	151.20		Signs For Church Rd Allotment
29/01/2025	London Hearts	08650	1,800.00		2x Defib & External Heated Box
29/01/2025	Cooper Weston Group Ltd	4649	144.00		Innes diagnose boiler issue
29/01/2025	Cityspec Specialist Pest Manag	47833	828.00		Church Road All Rat Treatment
29/01/2025	Bennetts Builders Ltd	4092-10	1,303.06		Yearly invoice for works
29/01/2025	Amazon Business	GB54PK8ABE	60.33		Office Stationary
Total Payments			224,178.09		

18/02/2025

## Horley Town Council

10:49

Cashbook transactions totalling £500.00 or more  
for the period 01/01/2025 to 31/01/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	10	10/01/2025	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	10	29/01/2025	08650	London Hearts	1,800.00
1	HSBC Current 51219138	10	29/01/2025	47833	Cityspec Specialist Pest Manag	828.00
1	HSBC Current 51219138	10	29/01/2025	4092-10	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	10	21/01/2025	1000059	LG Business Consultants	775.80
1	HSBC Current 51219138	10	21/01/2025	13368	L&C Installations Ltd	554.17
1	HSBC Current 51219138	10	16/01/2025	151762	Nviro Ltd	2,069.89
1	HSBC Current 51219138	10	08/01/2025	INV-26139	Smartguard Security	893.52
1	HSBC Current 51219138	10	08/01/2025	1108004	Rocket Badge	1,596.00
1	HSBC Current 51219138	10	08/01/2025	10929871	Idverde Limited	6,347.70
1	HSBC Current 51219138	10	08/01/2025	4092	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	10	16/01/2025	INV01596	MVL Architects and Surveyors	1,795.50
1	HSBC Current 51219138	10	02/01/2025	To Savings	HSBC Deposit 01219154	93,264.00
1	HSBC Current 51219138	10	21/01/2025	BACS	Surrey Pensions	3,147.56
1	HSBC Current 51219138	10	23/01/2025	BACS	HMRC	3,609.13
1	HSBC Current 51219138	10	20/01/2025	To Payroll	HSBC Payroll 81345788	100,000.00
2	HSBC Deposit 01219154	10	10/01/2025	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	10	24/01/2025	To Current	HSBC Current 51219138	10,000.00
2	HSBC Deposit 01219154	10	30/01/2025	To current	HSBC Current 51219138	25,000.00
3	HSBC Payroll 81345788	10	28/01/2025	BACS	Net Salaries	10,791.67

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
5	FairFX Bank Debit Card	10	10/01/2025	1,000.00
1	HSBC Current 51219138	10	24/01/2025	947.74
2	HSBC Deposit 01219154	10	02/01/2025	93,264.00
3	HSBC Payroll 81345788	10	20/01/2025	100,000.00
1	HSBC Current 51219138	10	10/01/2025	20,000.00
1	HSBC Current 51219138	10	24/01/2025	10,000.00
1	HSBC Current 51219138	10	30/01/2025	25,000.00
6	Handelsbanken 50044859	10	31/01/2025	1,990.93

18/02/2025

## Horley Town Council

10:51

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	10	02/01/2025	02/01/2025		1036	IDV001	Idverde	500.00	0.00	500.00
1	10	08/01/2025	08/01/2025	15/01/2025	1037	WOT001	Steve Wotton	52.00	0.00	52.00
1	10	08/01/2025	07/02/2025	10/01/2025	1038	CHA002	Charlotte Huggins - Yoga/Pilates	60.00	0.00	60.00
1	10	09/01/2025	09/01/2025	03/02/2025	1039	CAI001	Francesca Cain	60.00	0.00	60.00
1	10	09/01/2025	08/02/2025	09/01/2025	1040	HOR001	Horley Society of Artists	114.00	0.00	114.00
1	10	09/01/2025	09/01/2025	10/01/2025	1041	CAR001	The Carlton Clinic	96.00	0.00	96.00
1	10	09/01/2025	08/02/2025	12/01/2025	1042	BON001	Boni Jenkins - Yoga	30.00	0.00	30.00
1	10	09/01/2025	09/01/2025	09/01/2025	1043	CAR002	Carmel Pentecostal Church	104.00	0.00	104.00
1	10	09/01/2025	09/01/2025	17/01/2025	1044	JCM001	James Chapman	96.00	0.00	96.00
1	10	13/01/2025	13/01/2025		1045	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	10	13/01/2025	13/01/2025	04/02/2025	1046	GTW001	Gatwick Warriors	106.68	0.00	106.68
1	10	13/01/2025	13/01/2025		1047	HOR005	Horley United	0.00	0.00	0.00
1	10	13/01/2025	13/01/2025	13/01/2025	1048	IFI001	Ifield Sports FC	34.17	0.00	34.17
1	10	13/01/2025	12/02/2025		1049	ELT001	El Toro	73.00	0.00	73.00
1	10	13/01/2025	12/02/2025		1050	MON001	Monotype FC	73.00	0.00	73.00
1	10	13/01/2025	13/01/2025		1051	RBE	Simon Wille	45.00	0.00	45.00
1	10	17/01/2025	17/01/2025	19/01/2025	1052	ADV001	Adventurine Healing Limited	210.00	0.00	210.00
1	10	17/01/2025	17/01/2025	23/01/2025	1053	HOR004	Horley Baptist Church	56.50	0.00	56.50
1	10	22/01/2025	22/01/2025	07/02/2025	1054	PR001	Petra Radics	238.00	0.00	238.00
1	10	23/01/2025	23/01/2025	30/01/2025	1055	SA001	Seda Albay	282.00	0.00	282.00
1	10	24/01/2025	24/01/2025		1056	FUZ001	Fuzion Martial Arts - Sean Reynolds	957.33	5.49	962.82
1	10	24/01/2025	24/01/2025	10/02/2025	1057	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
2	10	31/01/2025	28/02/2025	13/01/2025	ALT260	ALLBROA001	Mr Alan Brown	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT244	ALLSAVT001	Mr Trevor Savage	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	06/02/2025	ALT245	ALLBRET001	Mr Tony Breen	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	05/02/2025	ALT246	ALLMOOD001	Mr Dan Moore	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT247	ALLJOHR001	Mr R P Johns	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT248	ALLROBB001	Mr Barry Roberts	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	08/02/2025	ALT249	ALLMILT001	Mr Tony Miller	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT250	ALLPREB001	Ms Bridget Prendergast	62.00	0.00	62.00

18/02/2025

## Horley Town Council

10:51

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	10	31/01/2025	28/02/2025		ALT251	ALLELLS001	Mr Steve Elliott	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT252	ALLTHOI001	Mr Ian Thomas	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT253	ALLELLS001	Mr Steve Elliott	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	02/02/2025	ALT254	ALLBOYI001	Mr Ivan Boyadzhiev	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT255	ALLSMIH001	Ms Helen Smith	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	01/02/2025	ALT256	ALLARNO001	Olof Arnadottir	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	07/02/2025	ALT257	ALLGARM001	Mr Mark Gardiner	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT258	ALLMOXP001	Mr Peter Moxley	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT259	ALLKALA001	Miss Alex Kalisz	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	07/02/2025	ALT261	ALLLONM001	Mr Mark Long	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT262	ALLSPIR001	Mr Ray Spies	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	10/02/2025	ALT263	ALLGEAS001	Ms Susan Geard	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT264	ALLNELJ001	Ms Janine Nelson	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT265	ALLPHIP001	Mr Paul Philpot	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT266	ALLTULJ001	Ms Jackie Tully	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT267	ALLBONE001	Ms Emma Bond	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT268	ALLCORC001	Ms Carina Cordina	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT269	ALLESIO001	Ms Oksana Esikova	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT270	ALLMCKT001	Mr Tony McKenzie	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT271	ALLLLOD001	Mr David Lloyd	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT272	ALLPERM001	Mr Mike Perry	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT273	ALLTICL001	Mrs Louise Tickner	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT274	ALLSKIG001	Mr George Skillings	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT275	ALLYOUA001	Mr Andrew Youd	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT276	ALLGOLJ001	Mr Jonathan Goldsmith	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT277	ALLALLT001	Mr Tony Allen	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT278	ALLJAMS001	Mr Steve James	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT279	ALLSPIR001	Mr Ray Spies	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	10/02/2025	ALT280	ALLRANH001	Mr Henry Randall	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	07/02/2025	ALT281	ALLGARM001	Mr Mark Gardiner	62.00	0.00	62.00

18/02/2025

Horley Town Council

10:51

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/01/2025 to 31/01/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	10	31/01/2025	28/02/2025		ALT282	ALLKNIB001	Mr Bernard Knight	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT283	ALLLENA001	Mr Alec Lenton	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	04/02/2025	ALT284	ALLHEBJ001	Mr James Hebdon	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT285	ALLBURJ001	Miss Jackie Burden	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT286	ALLLENA001	Mr Alec Lenton	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT287	ALLNEWL001	Ms Laura Newman	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT288	ALLNEDO001	Ms Olga Nedza	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT289	ALLDICA001	Mr Andrew Dickson	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	03/02/2025	ALT290	ALLFILD001	Mr David File	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT291	ALLASHI001	Mr Ian Ashford	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT292	ALLREIA001	Mr Allen Reilly	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT293	ALLBROA002	Mr Alan Brooks	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT294	ALLTULS001	Mr Steve Tullett	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT295	ALLWARL001	Ms Lisa Warren	37.00	0.00	37.00
2	10	31/01/2025	28/02/2025		ALT296	ALLSIMI001	Mr Ian Simmons	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025		ALT297	ALLWESC001	Mr Clint West	62.00	0.00	62.00
2	10	31/01/2025	28/02/2025	31/01/2025	ALT298	ALLMEAR001	Mr Rod Mearing	62.00	0.00	62.00

Date:21/03/2025

Horley Town Council

Page 1

Time: 11:01

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 1 - HSBC Current 51219138

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	28/02/2025		51,810.20
			<u>51,810.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,810.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,810.20
		Balance per Cash Book is :-	51,810.20
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Deposit 01219154	28/02/2025		541,241.82
			<u>541,241.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			541,241.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			541,241.82
		Balance per Cash Book is :-	541,241.82
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Payroll 81345788	28/02/2025		1,401.46
			<u>1,401.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,401.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,401.46
		Balance per Cash Book is :-	1,401.46
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:25/03/2025

Horley Town Council

Page 1

Time: 10:41

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 4 - Nationwide Intl 90036306

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	28/02/2025		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	28/02/2025		563.42
			<u>563.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			563.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			563.42
		Balance per Cash Book is :-	563.42
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	28/02/2025		624,067.74
			<u>624,067.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			624,067.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			624,067.74
		Balance per Cash Book is :-	624,067.74
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:25/03/2025

Horley Town Council

Page 1

Time: 11:21

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 7 - Safe ( unbanked money)

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	28/02/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
19/02/2025		150.00	
			<hr/> 150.00
			150.00
		Balance per Cash Book is :-	150.00
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

25/03/2025

## Horley Town Council

11:18

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2025 to 28/02/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	11	05/02/2025	21397	CK Direct Duct & Maintenance L	3,180.00
1	HSBC Current 51219138	11	05/02/2025	18912201	Corona Energy	114.85
1	HSBC Current 51219138	11	05/02/2025	10932268	Idverde Limited	6,347.70
1	HSBC Current 51219138	11	05/02/2025	540855681	James Hallam Council Guard	97.34
1	HSBC Current 51219138	11	05/02/2025	INV-0823	Mulberry & Co	162.00
1	HSBC Current 51219138	11	11/02/2025	BACS	Seda Albay	44.00
1	HSBC Current 51219138	11	10/02/2025	549095-511	SES Water	100.00
1	HSBC Current 51219138	11	11/02/2025	9660	Jarrett & Lam Ltd	979.20
1	HSBC Current 51219138	11	11/02/2025	1000060	LG Business Consultants	864.00
1	HSBC Current 51219138	11	11/02/2025	INV-26191	Smartguard Security	336.00
5	FairFX Bank Debit Card	11	13/02/2025	HS 136458	HomeShred	19.99
1	HSBC Current 51219138	11	12/02/2025	12234561	HSBC UK Bank PLC	69.32
1	HSBC Current 51219138	11	26/02/2025	BACS	Surrey Pensions	3,255.19
1	HSBC Current 51219138	11	13/02/2025	BACS	Surrey First Aid Training	420.00
1	HSBC Current 51219138	11	17/02/2025	0002697919	Corona Energy	166.34
1	HSBC Current 51219138	11	17/02/2025	0002698158	Corona Energy	165.94
1	HSBC Current 51219138	11	17/02/2025	0002702175	Corona Energy	541.96
1	HSBC Current 51219138	11	17/02/2025	INV2029953	Sage UK	66.00
1	HSBC Current 51219138	11	19/02/2025	2410/24	Heatherlands Tree Care	300.00
1	HSBC Current 51219138	11	19/02/2025	INV-0872	Mulberry & Co	54.00
1	HSBC Current 51219138	11	19/02/2025	INV01607	MVL Architects and Surveyors	570.00
1	HSBC Current 51219138	11	19/02/2025	1048300568	National Association of Local	52.04
1	HSBC Current 51219138	11	19/02/2025	152107	Nviro Ltd	2,069.89
1	HSBC Current 51219138	11	24/02/2025	106141	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	11	26/02/2025	INV-94709	Fireline Ltd	217.38
1	HSBC Current 51219138	11	26/02/2025	20250213/4	PYC Intelligent Systems	734.94
1	HSBC Current 51219138	11	28/02/2025	PWLBCAFE2	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	11	28/02/2025	803039101/	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	11	25/02/2025	BACS	HMRC	3,490.93
1	HSBC Current 51219138	11	18/02/2025	BACS	HSBC	8.50
1	HSBC Current 51219138	11	19/02/2025	48661760	Zen Internet Limited	35.40
1	HSBC Current 51219138	11	24/02/2025	SBS127116	Spitfire Networking Services L	189.60
1	HSBC Current 51219138	11	11/02/2025	INV-26239	Smartguard Security	543.12
1	HSBC Current 51219138	11	19/02/2025	26239 1	Smartguard Security	35.04
1	HSBC Current 51219138	11	26/02/2025	4092-11	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	11	19/02/2025	4745/4793	Bennetts Builders Ltd	2,050.80
1	HSBC Current 51219138	11	20/02/2025	Feb	HSBC Deposit 01219154	20,000.00
2	HSBC Deposit 01219154	11	20/02/2025	Correction	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	11	20/02/2025	Transfer	HSBC Current 51219138	20,000.00
3	HSBC Payroll 81345788	11	28/02/2025	BACS	Net Salaries	10,792.07
1	HSBC Current 51219138	11	20/02/2025	To Payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	11	18/02/2025	BACS	HSBC	8.00
5	FairFX Bank Debit Card	11	05/02/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	28/02/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	07/02/2025	BACS	Milk and More	5.00

25/03/2025

## Horley Town Council

11:18

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2025 to 28/02/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	11	14/02/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	11	21/02/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	11	28/02/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	11	07/02/2025	BACS	Land Registry	7.00
5	FairFX Bank Debit Card	11	07/02/2025	BACS	Land Registry	7.00
5	FairFX Bank Debit Card	11	06/02/2025	CC-38369	Email Blaster UK	1.02
5	FairFX Bank Debit Card	11	06/02/2025	CC-38148	Email Blaster UK	14.37
5	FairFX Bank Debit Card	11	19/02/2025	188882	Sage UK HR	31.68
5	FairFX Bank Debit Card	11	08/02/2025	E0200UZ83	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	11	13/02/2025	2025001785	Adobe Systems Software Ireland	60.66
1	HSBC Current 51219138	11	26/02/2025	HORLEY/6(B	James Corrigan	95.00
1	HSBC Current 51219138	11	05/02/2025	BACS	Surrey Pensions	3,255.19
1	HSBC Current 51219138	11	28/02/2025	BACS	SumUp	4.20

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	11	01/02/2025	62.00
1	HSBC Current 51219138	11	02/02/2025	62.00
1	HSBC Current 51219138	11	03/02/2025	33.90
1	HSBC Current 51219138	11	03/02/2025	10,801.31
1	HSBC Current 51219138	11	03/02/2025	281.70
1	HSBC Current 51219138	11	04/02/2025	262.53
1	HSBC Current 51219138	11	03/02/2025	62.00
1	HSBC Current 51219138	11	03/02/2025	124.00
1	HSBC Current 51219138	11	03/02/2025	62.00
1	HSBC Current 51219138	11	03/02/2025	37.00
1	HSBC Current 51219138	11	03/02/2025	62.00
1	HSBC Current 51219138	11	03/02/2025	60.00
1	HSBC Current 51219138	11	04/02/2025	60.00
1	HSBC Current 51219138	11	04/02/2025	128.00
1	HSBC Current 51219138	11	04/02/2025	190.00
1	HSBC Current 51219138	11	04/02/2025	37.00
1	HSBC Current 51219138	11	05/02/2025	18.77
1	HSBC Current 51219138	11	05/02/2025	62.00
1	HSBC Current 51219138	11	06/02/2025	60.00
1	HSBC Current 51219138	11	06/02/2025	62.00
1	HSBC Current 51219138	11	07/02/2025	238.00
1	HSBC Current 51219138	11	07/02/2025	62.00
1	HSBC Current 51219138	11	07/02/2025	62.00
1	HSBC Current 51219138	11	08/02/2025	62.00
1	HSBC Current 51219138	11	10/02/2025	62.00
1	HSBC Current 51219138	11	10/02/2025	62.00
1	HSBC Current 51219138	11	07/02/2025	62.00
1	HSBC Current 51219138	11	10/02/2025	1,500.00
1	HSBC Current 51219138	11	11/02/2025	160.00
7	Safe ( unbanked money)	11	19/02/2025	150.00
1	HSBC Current 51219138	11	14/02/2025	37.00
1	HSBC Current 51219138	11	15/02/2025	124.00

25/03/2025

Horley Town Council

11:18

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2025 to 28/02/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	11	15/02/2025	62.00
1	HSBC Current 51219138	11	15/02/2025	62.00
1	HSBC Current 51219138	11	17/02/2025	62.00
1	HSBC Current 51219138	11	19/02/2025	62.00
1	HSBC Current 51219138	11	20/02/2025	71.00
1	HSBC Current 51219138	11	24/02/2025	37.00
1	HSBC Current 51219138	11	24/02/2025	62.00
1	HSBC Current 51219138	11	24/02/2025	62.00
1	HSBC Current 51219138	11	24/02/2025	62.00
1	HSBC Current 51219138	11	24/02/2025	0.24
1	HSBC Current 51219138	11	25/02/2025	963.33
1	HSBC Current 51219138	11	27/02/2025	37.00
1	HSBC Current 51219138	11	27/02/2025	62.00
1	HSBC Current 51219138	11	27/02/2025	62.00
2	HSBC Deposit 01219154	11	20/02/2025	20,000.00
1	HSBC Current 51219138	11	20/02/2025	20,000.00
1	HSBC Current 51219138	11	20/02/2025	20,000.00
3	HSBC Payroll 81345788	11	20/02/2025	11,000.00
6	Handelsbanken 50044859	11	28/02/2025	1,742.44



25/03/2025

## Horley Town Council

11:18

Cashbook transactions totalling £500.00 or more  
for the period 01/02/2025 to 28/02/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	11	05/02/2025	21397	CK Direct Duct & Maintenance L	3,180.00
1	HSBC Current 51219138	11	05/02/2025	10932268	Idverde Limited	6,347.70
1	HSBC Current 51219138	11	11/02/2025	9660	Jarrett & Lam Ltd	979.20
1	HSBC Current 51219138	11	11/02/2025	1000060	LG Business Consultants	864.00
1	HSBC Current 51219138	11	26/02/2025	BACS	Surrey Pensions	3,255.19
1	HSBC Current 51219138	11	17/02/2025	0002702175	Corona Energy	541.96
1	HSBC Current 51219138	11	19/02/2025	INV01607	MVL Architects and Surveyors	570.00
1	HSBC Current 51219138	11	19/02/2025	152107	Nviro Ltd	2,069.89
1	HSBC Current 51219138	11	26/02/2025	20250213/4	PYC Intelligent Systems	734.94
1	HSBC Current 51219138	11	28/02/2025	PWLBCAFE2	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	11	25/02/2025	BACS	HMRC	3,490.93
1	HSBC Current 51219138	11	11/02/2025	INV-26239	Smartguard Security	543.12
1	HSBC Current 51219138	11	26/02/2025	4092-11	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	11	19/02/2025	4745/4793	Bennetts Builders Ltd	2,050.80
1	HSBC Current 51219138	11	20/02/2025	Feb	HSBC Deposit 01219154	20,000.00
2	HSBC Deposit 01219154	11	20/02/2025	Correction	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	11	20/02/2025	Transfer	HSBC Current 51219138	20,000.00
3	HSBC Payroll 81345788	11	28/02/2025	BACS	Net Salaries	10,792.07
1	HSBC Current 51219138	11	20/02/2025	To Payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	11	05/02/2025	BACS	Surrey Pensions	3,255.19

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	11	03/02/2025	10,801.31
1	HSBC Current 51219138	11	10/02/2025	1,500.00
1	HSBC Current 51219138	11	25/02/2025	963.33
2	HSBC Deposit 01219154	11	20/02/2025	20,000.00
1	HSBC Current 51219138	11	20/02/2025	20,000.00
1	HSBC Current 51219138	11	20/02/2025	20,000.00
3	HSBC Payroll 81345788	11	20/02/2025	11,000.00
6	Handelsbanken 50044859	11	28/02/2025	1,742.44

21/05/2025

## Horley Town Council

14:45

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/02/2025 to 28/02/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	11	04/02/2025	04/02/2025		1066	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	11	04/02/2025	04/02/2025	04/02/2025	1067	GTW001	Gatwick Warriors	155.85	0.00	155.85
1	11	04/02/2025	04/02/2025		1068	HOR005	Horley United	0.00	0.00	0.00
1	11	04/02/2025	04/02/2025	05/02/2025	1069	HOR005	Horley United	19.17	0.00	19.17
1	11	04/02/2025	04/02/2025		1070	IFI001	Ifield Sports FC	38.34	0.00	38.34
1	11	04/02/2025	06/03/2025		1071	ATH001	Athletico Redhill FC	73.00	0.00	73.00
1	11	04/02/2025	04/02/2025		1072	ELT001	El Toro	73.00	0.00	73.00
1	11	04/02/2025	06/03/2025		1073	HOR002	Horley AFC	73.00	0.00	73.00
1	11	04/02/2025	04/02/2025		1074	MON001	Monotype FC	73.00	0.00	73.00
1	11	04/02/2025	04/02/2025		1075	RBE	Simon Wille	52.00	0.00	52.00
1	11	04/02/2025	04/02/2025	04/02/2025	1060	JHA001	Julie Hall	60.00	0.00	60.00
1	11	04/02/2025	04/02/2025	22/03/2025	1061	CAI001	Francesca Cain	90.00	0.00	90.00
1	11	04/02/2025	04/02/2025	04/02/2025	1062	CAR001	The Carlton Clinic	128.00	0.00	128.00
1	11	04/02/2025	06/03/2025	06/02/2025	1063	BON001	Boni Jenkins - Yoga	60.00	0.00	60.00
1	11	04/02/2025	06/03/2025	04/02/2025	1064	HOR001	Horley Society of Artists	190.00	0.00	190.00
1	11	04/02/2025	04/02/2025	11/02/2025	1065	JCM001	James Chapman	160.00	0.00	160.00
1	11	11/02/2025	11/02/2025	03/03/2025	1076	DUN001	Dunottar School	45.20	0.00	45.20
1	11	13/02/2025	13/02/2025	03/03/2025	1077	OA001	Ola Aina	238.00	0.00	238.00
1	11	20/02/2025	20/02/2025	05/03/2025	1078	WWI001	Wardrobe Wizards	228.00	0.00	228.00
1	11	20/02/2025	20/02/2025		1079	FUZ001	Fuzion Martial Arts - Sean Reynolds	973.93	6.32	980.25
1	11	20/02/2025	20/02/2025	04/03/2025	1080	WIL01	WILF'S CAFE LTD	1,851.64	70.33	1,921.97
2	11	19/02/2025	19/03/2025	20/02/2025	ALT299	ALLNEIK001	Ms Kellie Neilson	71.00	0.00	71.00
2	11	24/02/2025	24/02/2025	24/02/2025	ALT300	ALLHEBJ001	Mr James Hebdon	62.00	0.00	62.00
2	11	27/02/2025	27/02/2025	03/03/2025	ALT301	ALLMERS001	Ms Sarah Merrick	77.00	0.00	77.00

Date:16/04/2025

Horley Town Council

Page 1

Time: 12:38

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - HSBC Current 51219138

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/03/2025		90,272.91
			<u>90,272.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			90,272.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,272.91
		Balance per Cash Book is :-	90,272.91
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	31/03/2025		493,757.26
			<u>493,757.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			493,757.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			493,757.26
		Balance per Cash Book is :-	493,757.26
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:11/04/2025

Horley Town Council

Page 1

Time: 13:12

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 3 - HSBC Payroll 81345788

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	31/03/2025		1,852.11
			<u>1,852.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,852.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,852.11
		Balance per Cash Book is :-	1,852.11
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:09/04/2025

Horley Town Council

Page 1

Time: 13:23

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 4 - Nationwide Intl 90036306

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/03/2025		25,061.62
			<u>25,061.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,061.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,061.62
		Balance per Cash Book is :-	25,061.62
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	31/03/2025		292.72
			<u>292.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			292.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			292.72
		Balance per Cash Book is :-	292.72
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/03/2025		626,002.45
			<u>626,002.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			626,002.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			626,002.45
		Balance per Cash Book is :-	626,002.45
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Safe ( unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	31/03/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

16/04/2025

## Horley Town Council

12:43

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2025 to 31/03/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	12	10/03/2025	549095-12	SES Water	100.00
1	HSBC Current 51219138	12	26/03/2025	BACS	Surrey Pensions	3,164.36
1	HSBC Current 51219138	12	26/03/2025	BACS	Horley Town Football Club	340.00
1	HSBC Current 51219138	12	26/03/2025	30431	R M Electrical Ltd	4,975.78
7	Safe ( unbanked money)	12	18/03/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	12	12/03/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	12	12/03/2025	BACS	Refund	37.00
1	HSBC Current 51219138	12	19/03/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	12	19/03/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	12	19/03/2025	BACS	Fiona Stimpson	30.00
1	HSBC Current 51219138	12	12/03/2025	GB5EGRJAB	Amazon Business	180.67
1	HSBC Current 51219138	12	12/03/2025	4335	Constant Hygiene Ltd	282.00
1	HSBC Current 51219138	12	12/03/2025	13405/07	Firetronics Limited	411.74
1	HSBC Current 51219138	12	12/03/2025	13400	L&C Installations Ltd	100.98
1	HSBC Current 51219138	12	12/03/2025	1000061	LG Business Consultants	910.80
1	HSBC Current 51219138	12	12/03/2025	152452	Nviro Ltd	2,069.89
1	HSBC Current 51219138	12	12/03/2025	76149	The Playground Inspection Comp	363.60
1	HSBC Current 51219138	12	12/03/2025	27213	PLG Signs	1,068.00
1	HSBC Current 51219138	12	12/03/2025	36887	RH Uncovered (Mantra Magazines	108.00
1	HSBC Current 51219138	12	12/03/2025	INV-26322	Smartguard Security	455.52
1	HSBC Current 51219138	12	12/03/2025	01419	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	12	12/03/2025	INV-5665	The Great Outdoor Gym Company	7,334.94
1	HSBC Current 51219138	12	19/03/2025	8193	Archer Specialist Treatmeant L	216.00
1	HSBC Current 51219138	12	19/03/2025	2010-12119	Blackburn IT Services Ltd	180.00
1	HSBC Current 51219138	12	19/03/2025	13416	Firetronics Limited	320.40
1	HSBC Current 51219138	12	19/03/2025	10935635	Idverde Limited	6,347.70
1	HSBC Current 51219138	12	19/03/2025	9718	Jarrett & Lam Ltd	1,331.76
1	HSBC Current 51219138	12	19/03/2025	05694	Vision Energy	594.00
1	HSBC Current 51219138	12	19/03/2025	00084290	SOS Systems Limited	78.94
1	HSBC Current 51219138	12	26/03/2025	4092/12	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	12	21/03/2025	BACS	HSBC	8.00
1	HSBC Current 51219138	12	19/03/2025	0342/4172	Corona Energy	1,088.56
1	HSBC Current 51219138	12	19/03/2025	46722878	Zen Internet Limited	35.40
1	HSBC Current 51219138	12	24/03/2025	106191	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	12	25/03/2025	SBS127626	Spitfire Networking Services L	117.60
1	HSBC Current 51219138	12	17/03/2025	IN00027552	Corona Energy	142.67
1	HSBC Current 51219138	12	17/03/2025	IN00027577	Corona Energy	148.34
1	HSBC Current 51219138	12	17/03/2025	INV2044992	Sage UK	66.00
1	HSBC Current 51219138	12	19/03/2025	GB5IDD1AB	Amazon Business	16.61
1	HSBC Current 51219138	12	26/03/2025	13422/23	L&C Installations Ltd	824.26
1	HSBC Current 51219138	12	26/03/2025	FLLB670829	BNP Paribas Leasing Solutions	180.00
1	HSBC Current 51219138	12	25/03/2025	BACS	HMRC	3,490.53
1	HSBC Current 51219138	12	28/03/2025	01/0325	VIRGIN MEDIA BUSINESS	72.00
5	FairFX Bank Debit Card	12	05/03/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	12	28/03/2025	BACS	GiffGaff	6.00

16/04/2025

## Horley Town Council

12:43

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2025 to 31/03/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	12	07/03/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	12	13/03/2025	BACS	Milk and More	14.99
5	FairFX Bank Debit Card	12	14/03/2025	BACS	Milk and More	6.25
5	FairFX Bank Debit Card	12	21/03/2025	BACS	Milk and More	6.25
5	FairFX Bank Debit Card	12	28/03/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	12	27/03/2025	BACS	St John Ambulance	468.00
5	FairFX Bank Debit Card	12	30/03/2025	BACS	1Password	344.74
5	FairFX Bank Debit Card	12	04/03/2025	CC-38493	Email Blaster UK	14.37
5	FairFX Bank Debit Card	12	05/03/2025	G079539050	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	12	07/03/2025	E0200VAR6	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	12	25/03/2025	2501107629	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	12	13/03/2025	5003073872	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	12	19/03/2025	195026	Sage UK HR	36.96
1	HSBC Current 51219138	12	14/03/2025	12339471	HSBC UK Bank PLC	46.48
1	HSBC Current 51219138	12	20/03/2025	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	12	28/03/2025	BACS	Net Salaries	10,541.35
3	HSBC Payroll 81345788	12	21/03/2025	BACS	HSBC	8.00
2	HSBC Deposit 01219154	12	06/03/2025	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	12	19/03/2025	To Current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	12	12/03/2025	Transfer	FairFX Bank Debit Card	1,000.00
5	FairFX Bank Debit Card	12	30/03/2025	BACS	1Password	270.60
1	HSBC Current 51219138	12	26/03/2025	BACS	Church Spire Community Garden	400.00
1	HSBC Current 51219138	12	31/03/2025	BACS	SumUp	5.40
7	Safe ( unbanked money)	12	31/03/2025	BACS	Deposit Return	150.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
7	Safe ( unbanked money)	12	06/03/2025	150.00
1	HSBC Current 51219138	12	01/03/2025	62.00
1	HSBC Current 51219138	12	02/03/2025	62.00
1	HSBC Current 51219138	12	03/03/2025	45.20
1	HSBC Current 51219138	12	03/03/2025	88.00
1	HSBC Current 51219138	12	03/03/2025	62.00
1	HSBC Current 51219138	12	03/03/2025	62.00
1	HSBC Current 51219138	12	03/03/2025	77.00
1	HSBC Current 51219138	12	04/03/2025	1,921.97
1	HSBC Current 51219138	12	05/03/2025	228.00
1	HSBC Current 51219138	12	07/03/2025	23.00
1	HSBC Current 51219138	12	07/03/2025	62.00
1	HSBC Current 51219138	12	10/03/2025	88.00
1	HSBC Current 51219138	12	10/03/2025	45.80
1	HSBC Current 51219138	12	10/03/2025	62.00
1	HSBC Current 51219138	12	12/03/2025	152.00
1	HSBC Current 51219138	12	12/03/2025	128.00
1	HSBC Current 51219138	12	12/03/2025	90.00
1	HSBC Current 51219138	12	12/03/2025	240.00
1	HSBC Current 51219138	12	13/03/2025	19.17
1	HSBC Current 51219138	12	15/03/2025	62.00

16/04/2025

Horley Town Council

12:43

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2025 to 31/03/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	12	17/03/2025	90.00
1	HSBC Current 51219138	12	21/03/2025	33.90
1	HSBC Current 51219138	12	22/03/2025	128.00
1	HSBC Current 51219138	12	22/03/2025	90.00
1	HSBC Current 51219138	12	22/03/2025	120.00
1	HSBC Current 51219138	12	24/03/2025	104.00
1	HSBC Current 51219138	12	25/03/2025	0.25
1	HSBC Current 51219138	12	26/03/2025	77.00
1	HSBC Current 51219138	12	26/03/2025	77.00
1	HSBC Current 51219138	12	26/03/2025	77.00
1	HSBC Current 51219138	12	26/03/2025	71.00
1	HSBC Current 51219138	12	31/03/2025	28,564.38
1	HSBC Current 51219138	12	31/03/2025	7,338.81
6	Handelsbanken 50044859	12	31/03/2025	1,934.71
4	Nationwide Intl 90036306	12	31/03/2025	1,006.02
3	HSBC Payroll 81345788	12	20/03/2025	11,000.00
1	HSBC Current 51219138	12	06/03/2025	20,000.00
1	HSBC Current 51219138	12	19/03/2025	30,000.00
2	HSBC Deposit 01219154	12	07/03/2025	2,515.44
5	FairFX Bank Debit Card	12	12/03/2025	1,000.00
1	HSBC Current 51219138	12	21/03/2025	56.00

16/04/2025

## Horley Town Council

12:44

Cashbook transactions totalling £500.00 or more  
for the period 01/03/2025 to 31/03/2025

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	12	26/03/2025	BACS	Surrey Pensions	3,164.36
1	HSBC Current 51219138	12	26/03/2025	30431	R M Electrical Ltd	4,975.78
1	HSBC Current 51219138	12	12/03/2025	1000061	LG Business Consultants	910.80
1	HSBC Current 51219138	12	12/03/2025	152452	Nviro Ltd	2,069.89
1	HSBC Current 51219138	12	12/03/2025	27213	PLG Signs	1,068.00
1	HSBC Current 51219138	12	12/03/2025	INV-5665	The Great Outdoor Gym Company	7,334.94
1	HSBC Current 51219138	12	19/03/2025	10935635	Idverde Limited	6,347.70
1	HSBC Current 51219138	12	19/03/2025	9718	Jarrett & Lam Ltd	1,331.76
1	HSBC Current 51219138	12	19/03/2025	05694	Vision Energy	594.00
1	HSBC Current 51219138	12	26/03/2025	4092/12	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	12	19/03/2025	0342/4172	Corona Energy	1,088.56
1	HSBC Current 51219138	12	26/03/2025	13422/23	L&C Installations Ltd	824.26
1	HSBC Current 51219138	12	25/03/2025	BACS	HMRC	3,490.53
1	HSBC Current 51219138	12	20/03/2025	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	12	28/03/2025	BACS	Net Salaries	10,541.35
2	HSBC Deposit 01219154	12	06/03/2025	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	12	19/03/2025	To Current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	12	12/03/2025	Transfer	FairFX Bank Debit Card	1,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	12	04/03/2025	1,921.97
1	HSBC Current 51219138	12	31/03/2025	28,564.38
1	HSBC Current 51219138	12	31/03/2025	7,338.81
6	Handelsbanken 50044859	12	31/03/2025	1,934.71
4	Nationwide Intl 90036306	12	31/03/2025	1,006.02
3	HSBC Payroll 81345788	12	20/03/2025	11,000.00
1	HSBC Current 51219138	12	06/03/2025	20,000.00
1	HSBC Current 51219138	12	19/03/2025	30,000.00
2	HSBC Deposit 01219154	12	07/03/2025	2,515.44
5	FairFX Bank Debit Card	12	12/03/2025	1,000.00

16/04/2025

## Horley Town Council

12:46

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/03/2025 to 31/03/2025

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	12	04/03/2025	04/03/2025	07/03/2025	1081	GAT002	Gatton Trust	23.00	0.00	23.00
1	12	04/03/2025	04/03/2025	10/03/2025	1082	FUR001	Furnistore	45.80	0.00	45.80
1	12	06/03/2025	06/03/2025	10/03/2025	1083	HOA001	Riezl Hoare	238.00	0.00	238.00
1	12	10/03/2025	10/03/2025	10/03/2025	1084	OA001	Ola Aina	150.00	0.00	150.00
1	12	12/03/2025	12/03/2025	17/03/2025	1085	JHA001	Julie Hall	90.00	0.00	90.00
1	12	12/03/2025	12/03/2025	22/03/2025	1086	CAI001	Francesca Cain	120.00	0.00	120.00
1	12	12/03/2025	12/03/2025	12/03/2025	1087	CAR001	The Carlton Clinic	128.00	0.00	128.00
1	12	12/03/2025	11/04/2025	12/03/2025	1088	BON001	Boni Jenkins - Yoga	90.00	0.00	90.00
1	12	12/03/2025	11/04/2025	12/03/2025	1089	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	12	12/03/2025	12/03/2025	24/03/2025	1090	CAR002	Carmel Pentecostal Church	104.00	0.00	104.00
1	12	12/03/2025	12/03/2025	22/03/2025	1091	JCM001	James Chapman	128.00	0.00	128.00
1	12	12/03/2025	12/03/2025		1092	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	12	12/03/2025	12/03/2025		1093	GTW001	Gatwick Warriors	243.36	0.00	243.36
1	12	12/03/2025	12/03/2025		1094	HOR005	Horley United	0.00	0.00	0.00
1	12	12/03/2025	12/03/2025		1095	IFI001	Ifield Sports FC	38.34	0.00	38.34
1	12	12/03/2025	12/03/2025		1096	ELT001	El Toro	73.00	0.00	73.00
1	12	12/03/2025	11/04/2025		1097	HOR002	Horley AFC	219.00	0.00	219.00
1	12	12/03/2025	12/03/2025		1098	MON001	Monotype FC	146.00	0.00	146.00
1	12	12/03/2025	12/03/2025		1099	RBE	Simon Wille	52.00	0.00	52.00
1	12	12/03/2025	12/03/2025	21/03/2025	1100	YMC001	YMCA East Surrey	33.90	0.00	33.90
1	12	12/03/2025	12/03/2025	12/03/2025	1101	FUL001	Stephanie Fuller	240.00	0.00	240.00
1	12	12/03/2025	12/03/2025	13/03/2025	1102	HOR005	Horley United	34.17	0.00	34.17
1	12	13/03/2025	13/03/2025	13/03/2025	1103	HOR005	Horley United	19.17	0.00	19.17
1	12	13/03/2025	13/03/2025	13/03/2025	1104	BEA001	Beach's Funfair	3,456.40	0.00	3,456.40
2	12	13/03/2025	13/03/2025	13/03/2025	ALT302	ALLNEIK001	Ms Kellie Neilson	71.00	0.00	71.00
2	12	18/03/2025	18/03/2025	26/03/2025	ALT303	ALLSTEJ001	Ms Julia Steer	71.00	0.00	71.00
2	12	24/03/2025	24/03/2025	26/03/2025	ALT304	ALLMATP001	Mr Paul Matthews	77.00	0.00	77.00
2	12	26/03/2025	26/03/2025	26/03/2025	ALT305	ALLBEAN001	Mr Nick Beach	77.00	0.00	77.00
2	12	26/03/2025	26/03/2025	26/03/2025	ALT306	ALLLAWM001	Ms Maxine Lawson	77.00	0.00	77.00
2	12	31/03/2025	02/04/2025	21/03/2025	ALT356	ALLCLAD001	Mr David Clarke	56.00	0.00	56.00

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110</u>	<u>Council Income</u>								
1076	Precept	525,016	604,096	604,096	0			100.0%	
1090	Interest	13,349	40,129	7,800	(32,329)			514.5%	
1120	CIL Income	243,910	343,239	0	(343,239)			0.0%	343,239
1130	S136 Double Taxation Income	43,733	45,482	45,482	0			100.0%	
1500	Allotment Rent Income	180	330	0	(330)			0.0%	
	Council Income :- Income	826,187	1,033,276	657,378	(375,898)			157.2%	343,239
	Net Income	826,187	1,033,276	657,378	(375,898)				
6001	less Transfer to EMR	239,976	343,239	0	(343,239)				
	Movement to/(from) Gen Reserve	586,211	690,037	657,378	(32,659)				
<u>120</u>	<u>Albert Rooms</u>								
1210	Edmonds Hall Lettings	13,420	13,738	12,000	(1,738)			114.5%	
	Albert Rooms :- Income	13,420	13,738	12,000	(1,738)			114.5%	0
4110	Compliance and Regulatory	420	855	0	(855)	(855)		0.0%	750
4120	Window Cleaning	275	385	535	150	150		72.0%	
4125	IT and Support	0	140	0	(140)	(140)		0.0%	
4195	Rates	3,119	(1,040)	1,100	2,140	2,140		(94.5%)	
4215	Maintenance Contracts	1,851	18,914	0	(18,914)	(18,914)		0.0%	16,615
4230	Utilities	5,233	5,847	5,413	(434)	(434)		108.0%	
4340	Signage	65	0	0	0	0		0.0%	
	Albert Rooms :- Indirect Expenditure	10,962	25,101	7,048	(18,053)	0	(18,053)	356.1%	17,365
	Net Income over Expenditure	2,458	(11,363)	4,952	16,315				
6000	plus Transfer from EMR	0	17,365	0	(17,365)				
	Movement to/(from) Gen Reserve	2,458	6,001	4,952	(1,049)				
<u>130</u>	<u>Legal and Statutory</u>								
4060	Audit Costs	1,530	1,680	2,210	530		530	76.0%	
4065	Insurance	12,630	13,705	13,551	(154)	(154)		101.1%	
4070	Legal Fees	0	2,900	3,537	637		637	82.0%	
	Legal and Statutory :- Indirect Expenditure	14,160	18,285	19,298	1,013	0	1,013	94.8%	0
	Net Expenditure	(14,160)	(18,285)	(19,298)	(1,013)				
<u>140</u>	<u>Salaries</u>								
4000	Salaries	184,492	177,483	219,522	42,039		42,039	80.8%	
4010	NIC Employer	15,795	14,694	17,910	3,216		3,216	82.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Superannuation Employer	31,791	30,344	41,479	11,135		11,135	73.2%	
Salaries :- Indirect Expenditure	232,078	222,521	278,911	56,390	0	56,390	79.8%	0
Net Expenditure	(232,078)	(222,521)	(278,911)	(56,390)				
<u>150 Office Expenditure</u>								
1110 Photocopying Income	33	31	0	(31)			0.0%	
1610 Events Income	0	100	0	(100)			0.0%	
Office Expenditure :- Income	33	131	0	(131)				0
4080 Stationery	491	169	826	657		657	20.5%	
4085 Postage and Couriers	190	128	100	(28)		(28)	127.5%	
4090 Office Supplies and Equipment	3,650	4,071	3,537	(534)		(534)	115.1%	
4095 Website	2,400	4,054	2,800	(1,254)		(1,254)	144.8%	
4100 Communication	2,203	1,890	3,500	1,610		1,610	54.0%	
4105 Photocopier Expenditure	1,553	1,357	2,000	643		643	67.8%	
4110 Compliance and Regulatory	730	705	0	(705)		(705)	0.0%	
4120 Window Cleaning	55	0	0	0		0	0.0%	
4125 IT and Support	9,508	8,861	10,000	1,139		1,139	88.6%	
4230 Utilities	75	0	0	0		0	0.0%	
Office Expenditure :- Indirect Expenditure	20,855	21,233	22,763	1,530	0	1,530	93.3%	0
Net Income over Expenditure	(20,822)	(21,102)	(22,763)	(1,661)				
<u>160 Administration</u>								
1140 Reigate & Banstead Income	1,250	0	0	0			0.0%	
1150 SCC Your Councillor Community	35,853	8,543	0	(8,543)			0.0%	8,543
1160 YFS Small Community Projects	1,195	93,264	0	(93,264)			0.0%	93,264
1720 Adminstration Charge	1	0	0	0			0.0%	
Administration :- Income	38,299	101,807	0	(101,807)				101,807
4140 Bank Charges	1,058	1,019	1,179	160		160	86.4%	
4145 Professional Fees	27,180	25,565	30,000	4,435		4,435	85.2%	7,238
4150 Election	21,523	0	0	0		0	0.0%	
4155 Cllrs' Training and Expenses	1,946	15	943	928		928	1.6%	
4160 Staff Training and Expenses	382	2,144	2,000	(144)		(144)	107.2%	
4165 Chairman's Allowance	400	0	427	427		427	0.0%	
4170 Members' Allowance	0	0	1,800	1,800		1,800	0.0%	
4175 Subscriptions and Licences	7,984	9,784	11,000	1,216		1,216	88.9%	
Administration :- Indirect Expenditure	60,473	38,527	47,349	8,822	0	8,822	81.4%	7,238
Net Income over Expenditure	(22,174)	63,280	(47,349)	(110,629)				
6000 plus Transfer from EMR	33,384	7,238	0	(7,238)				
6001 less Transfer to EMR	34,783	101,807	0	(101,807)				
Movement to/(from) Gen Reserve	(23,573)	(31,289)	(47,349)	(16,060)				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Compliance &amp; Regulatory</u>								
4110 Compliance and Regulatory	3,221	7,878	5,895	(1,983)		(1,983)	133.6%	687
4135 Fire System Maintenance	0	671	0	(671)		(671)	0.0%	
4310 Repairs	487	379	0	(379)		(379)	0.0%	
Compliance & Regulatory :- Indirect Expenditure	3,708	8,928	5,895	(3,033)	0	(3,033)	151.4%	687
Net Expenditure	(3,708)	(8,928)	(5,895)	3,033				
6000 plus Transfer from EMR	0	687	0	(687)				
Movement to/(from) Gen Reserve	(3,708)	(8,241)	(5,895)	2,346				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	16,614	23,018	22,932	(86)		(86)	100.4%	
4310 Repairs	160	1,528	5,000	3,472		3,472	30.6%	
Maintenance and Repair :- Indirect Expenditure	16,774	24,546	27,932	3,386	0	3,386	87.9%	0
Net Expenditure	(16,774)	(24,546)	(27,932)	(3,386)				
<u>190 Office Other Running Costs</u>								
4215 Maintenance Contracts	242	0	0	0		0	0.0%	
Office Other Running Costs :- Indirect Expenditure	242	0	0	0	0	0		0
Net Expenditure	(242)	0	0	0				
<u>210 Court Lodge &amp; Innes Pavilion</u>								
1310 Football Pitches Income	6,021	7,874	6,300	(1,574)			125.0%	
1320 Innes Pavilion Rent Income	10,000	9,223	10,000	777			92.2%	
1340 Utilites income	1,293	955	0	(955)			0.0%	
Court Lodge & Innes Pavilion :- Income	17,314	18,053	16,300	(1,753)			110.8%	0
4110 Compliance and Regulatory	3,028	(131)	0	131		131	0.0%	
4125 IT and Support	0	465	0	(465)		(465)	0.0%	
4210 Cleaning	3,283	3,165	3,549	384		384	89.2%	
4215 Maintenance Contracts	1,442	1,645	1,179	(466)		(466)	139.6%	
4230 Utilities	4,374	4,901	4,500	(401)		(401)	108.9%	
4300 Rent to RBBC Expenditure	0	1	1	0		0	100.0%	
4305 Refurbishment	725	40,583	6,072	(34,511)		(34,511)	668.4%	40,703
4310 Repairs	702	9,506	1,214	(8,292)		(8,292)	783.0%	8,543
4330 Security	0	(80)	0	80		80	0.0%	
4400 Playground Inspections	2,920	0	0	0		0	0.0%	
4405 Playground Repairs	32,038	(16,028)	0	16,028		16,028	0.0%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	48,513	44,026	16,515	(27,511)	0	(27,511)	266.6%	49,246
Net Income over Expenditure	(31,199)	(25,973)	(215)	25,758				
6000 plus Transfer from EMR	15,873	49,246	0	(49,246)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(15,326)	23,273	(215)	(23,488)				
<u>220 Horley Recreation Ground</u>								
1340 Utilites income	6,561	959	0	(959)			0.0%	
1400 Café in the Park Rent Income	12,400	(767)	12,600	13,367			(6.1%)	
1600 Bowling Club Lease	0	602	301	(301)			200.0%	
1610 Events Income	3,300	4,400	7,000	2,600			62.9%	
1620 Banners	1,437	1,086	1,400	314			77.6%	
1630 Cafe Contents Sold (In Trust)	0	10,000	0	(10,000)			0.0%	
Horley Recreation Ground :- Income	23,698	16,280	21,301	5,021			76.4%	0
4110 Compliance and Regulatory	2,486	920	0	(920)		(920)	0.0%	750
4125 IT and Support	0	163	0	(163)		(163)	0.0%	
4215 Maintenance Contracts	2,601	5,921	3,500	(2,421)		(2,421)	169.2%	
4230 Utilities	8,686	3,244	1,440	(1,804)		(1,804)	225.3%	
4310 Repairs	54	4,146	0	(4,146)		(4,146)	0.0%	4,146
4340 Signage	695	955	5,000	4,045		4,045	19.1%	
4345 Pest control	0	0	650	650		650	0.0%	
4350 Tree Surgery	11,350	260	9,000	8,740		8,740	2.9%	
4400 Playground Inspections	3,210	11,851	10,382	(1,469)		(1,469)	114.1%	
4405 Playground Repairs	27,604	4,416	8,756	4,340		4,340	50.4%	20,416
4410 Parks Furniture	3,700	2,661	6,255	3,594		3,594	42.5%	
4415 Café in the Park Expenditure	383	6,262	2,358	(3,904)		(3,904)	265.6%	
4420 Memorial & Ornamental Gdns	3,423	2,078	6,072	3,994		3,994	34.2%	
4425 Events expense	428	0	0	0		0	0.0%	
Horley Recreation Ground :- Indirect Expenditure	64,620	42,877	53,413	10,536	0	10,536	80.3%	25,312
Net Income over Expenditure	(40,922)	(26,597)	(32,112)	(5,515)				
6000 plus Transfer from EMR	9,645	25,312	0	(25,312)				
Movement to/(from) Gen Reserve	(31,277)	(1,285)	(32,112)	(30,827)				
<u>230 Church Road Allotments</u>								
1500 Allotment Rent Income	3,295	3,327	3,465	138			96.0%	
Church Road Allotments :- Income	3,295	3,327	3,465	138			96.0%	0
4215 Maintenance Contracts	9,020	0	0	0		0	0.0%	
4230 Utilities	89	850	1,000	150		150	85.0%	
4310 Repairs	388	1,267	2,181	914		914	58.1%	
4340 Signage	0	126	0	(126)		(126)	0.0%	
Church Road Allotments :- Indirect Expenditure	9,497	2,243	3,181	938	0	938	70.5%	0
Net Income over Expenditure	(6,202)	1,084	284	(800)				
6000 plus Transfer from EMR	8,975	0	0	0				
Movement to/(from) Gen Reserve	2,773	1,084	284	(800)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Langshott Allotments</u>								
1500 Allotment Rent Income	8,345	297	3,990	3,693			7.4%	
Langshott Allotments :- Income	8,345	297	3,990	3,693			7.4%	0
4210 Cleaning	1,106	1,106	1,500	394		394	73.8%	
4215 Maintenance Contracts	23,031	0	0	0		0	0.0%	
4230 Utilities	393	414	2,948	2,534		2,534	14.0%	
4310 Repairs	1,366	1,238	2,000	762		762	61.9%	
4340 Signage	0	114	0	(114)		(114)	0.0%	
Langshott Allotments :- Indirect Expenditure	25,896	2,872	6,448	3,576	0	3,576	44.5%	0
Net Income over Expenditure	(17,551)	(2,575)	(2,458)	117				
6000 plus Transfer from EMR	22,665	0	0	0				
Movement to/(from) Gen Reserve	5,114	(2,575)	(2,458)	117				
<u>260 Michael Crescent</u>								
4110 Compliance and Regulatory	186	0	0	0		0	0.0%	
4195 Rates	243	0	0	0		0	0.0%	
4215 Maintenance Contracts	62	105	0	(105)		(105)	0.0%	
4230 Utilities	1,512	0	0	0		0	0.0%	
4400 Playground Inspections	2,919	0	0	0		0	0.0%	
4405 Playground Repairs	1,829	70,000	0	(70,000)		(70,000)	0.0%	70,000
4550 Buildings & Grounds	17,624	0	1,000	1,000		1,000	0.0%	
Michael Crescent :- Indirect Expenditure	24,375	70,105	1,000	(69,105)	0	(69,105)	7010.5%	70,000
Net Expenditure	(24,375)	(70,105)	(1,000)	69,105				
6000 plus Transfer from EMR	18,970	70,000	0	(70,000)				
Movement to/(from) Gen Reserve	(5,405)	(105)	(1,000)	(895)				
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	280	300	500	200		200	60.0%	
4340 Signage	0	890	0	(890)		(890)	0.0%	
Emlyn Meadows :- Indirect Expenditure	280	1,190	500	(690)	0	(690)	238.0%	0
Net Expenditure	(280)	(1,190)	(500)	690				
<u>280 Town Centre</u>								
1240 Sponsorship Income	0	500	0	(500)			0.0%	
1250 Councillors Hospitality Income	150	147	0	(147)			0.0%	
1300 Devolved Powers RBBC Income	1,700	0	1,700	1,700			0.0%	
Town Centre :- Income	1,850	647	1,700	1,053			38.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Compliance and Regulatory	1,903	(800)	0	800		800	0.0%	
4215 Maintenance Contracts	395	0	0	0		0	0.0%	
4340 Signage	144	(48)	0	48		48	0.0%	
4410 Parks Furniture	80	(40)	0	40		40	0.0%	
4600 Flower Baskets, Beds, Planters	9,557	10,725	9,788	(937)		(937)	109.6%	2,378
4620 HTC Events	2,406	2,474	4,000	1,526		1,526	61.8%	
4630 Christmas Tree	509	1,163	2,000	838		838	58.1%	
Town Centre :- Indirect Expenditure	14,994	13,474	15,788	2,314	0	2,314	85.3%	2,378
Net Income over Expenditure	(13,145)	(12,827)	(14,088)	(1,261)				
6000 plus Transfer from EMR	0	2,378	0	(2,378)				
Movement to/(from) Gen Reserve	(13,145)	(10,449)	(14,088)	(3,639)				
<u>290 Security</u>								
4330 Security	7,119	8,220	10,000	1,780		1,780	82.2%	
4650 CCTV Installation	1,896	0	2,134	2,134		2,134	0.0%	
4655 CCTV Maintenance	927	0	3,735	3,735		3,735	0.0%	
4660 CCTV Broadband Connection	1,244	1,139	2,332	1,193		1,193	48.9%	
Security :- Indirect Expenditure	11,186	9,359	18,201	8,842	0	8,842	51.4%	0
Net Expenditure	(11,186)	(9,359)	(18,201)	(8,842)				
<u>310 Full Council</u>								
4110 Compliance and Regulatory	0	200	0	(200)		(200)	0.0%	
4350 Tree Surgery	1,500	470	0	(470)		(470)	0.0%	
4500 GM Contracts	55,379	63,477	65,000	1,523		1,523	97.7%	
4710 Churchyards Grant	6,750	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	2,150	3,399	3,000	(399)		(399)	113.3%	
Full Council :- Indirect Expenditure	65,779	74,296	74,750	454	0	454	99.4%	0
Net Expenditure	(65,779)	(74,296)	(74,750)	(454)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	27,596	27,596	27,596	0		0	100.0%	
4730 Council office - PWLB	19,545	19,545	19,545	0		0	100.0%	
Loans :- Indirect Expenditure	47,141	47,141	47,141	0	0	0	100.0%	0
Net Expenditure	(47,141)	(47,141)	(47,141)	(0)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	932,440	1,187,555	716,134	(471,421)			165.8%	
Expenditure	671,533	666,724	646,133	(20,591)	0	(20,591)	103.2%	
Net Income over Expenditure	<u>260,907</u>	<u>520,831</u>	<u>70,001</u>	<u>(450,830)</u>				
plus Transfer from EMR	109,512	172,226	0	(172,226)				
less Transfer to EMR	274,759	445,046	0	(445,046)				
Movement to/(from) Gen Reserve	<u>95,661</u>	<u>248,011</u>	<u>70,001</u>	<u>(178,010)</u>				



## **HORLEY TOWN COUNCIL**

### **Full Council**

#### **Rota for Councillors' Audit 2025/26**

<b>Date of Meeting</b>	<b>Accounts</b>	<b>Members</b>
29 July 2025	Apr/May/Jun 2025	Cllrs Fagan and Hughes
28 Oct 2025	Jul/Aug/Sep 2025	Cllrs George and Easterbrook
27 Jan 2026	Oct/Nov/Dec 2025	Cllrs Marshall and Turner
TBA (June 2026)	Jan/Feb/ Mar 2026	Cllrs Beech and Saunders

RFO will liaise with Members to agree a date and time for their audit; usually between one and two weeks prior to the meeting.

If Members are unable to attend, please contact the office at the earliest opportunity.

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Horley Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

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<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/03/2025	HSBC Current 51219138	90,272.91
31/03/2025	HSBC Deposit 01219154	493,757.26
31/03/2025	HSBC Payroll 81345788	1,852.11
31/03/2025	Nationwide Intl 90036306	25,061.62
31/03/2025	FairFX Bank Debit Card	292.72
31/03/2025	Handelsbanken 50044859	626,002.45
31/03/2025	Safe (Unbanked Money)	0.00
		1,237,239.07
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		1,237,239.07
<u>All Cash &amp; Bank Accounts</u>		
1	HSBC Current 51219138	90,272.91
2	HSBC Deposit 01219154	493,757.26
3	HSBC Payroll 81345788	1,852.11
4	Nationwide Intl 90036306	25,061.62
5	FairFX Bank Debit Card	292.72
6	Handelsbanken 50044859	626,002.45
7	Safe ( unbanked money)	0.00
Other Cash & Bank Balances		0.00
Total Cash & Bank Balances		1,237,239.07

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<b><u>Current Assets</u></b>		
100	Debtors	4,954
102	Allotment Salesledger	99
105	VAT Control Ac	15,400
150	Allotments - debtors	7
200	HSBC Current 51219138	90,273
205	HSBC Deposit 01219154	493,757
210	HSBC Payroll 81345788	1,852
215	Nationwide Intl 90036306	25,062
220	FairFX Bank Debit Card	293
225	Handelsbanken 50044859	626,002
	Total Current Assets	1,257,698
<b><u>Current Liabilities</u></b>		
500	Creditors	34,365
505	Mayors Charity	840
506	HTMG	5,309
521	HMRC PAYE Liability	2,286
522	Pension Liability	392
560	Receipts in Advance	994
565	Holding Deposits	14,984
566	Damage Deposits	2,710
	Total Current Liabilities	61,879
	Net Current Assets	1,195,819
	Total Assets less Current Liabilities	1,195,819
<b><u>Represented by :-</u></b>		
300	Current Year Fund	419,391
310	General Reserves	9,611
320	EMR -CIL	69,759
321	EMR - Election Contingency	2,500
322	EMR - Parks and Playgrounds	60,100
325	EMR - Edmonds Hall	23,685
327	EMR - CIL SIP(2) 17 Railings	4,526
328	EMR - CIL SIP(2) 18 Office	527,474
420	EMR - SCC Funding	68,773
421	EMR - Project Match Funding	10,000
	Total Equity	1,195,819



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

**HORLEY TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC URL TO STATEMENT OF WORKS ADDRESS <https://www.horleysurrey-tc.gov.uk/>

## Section 2 – Accounting Statements 2024/25 for

### HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward	415,520	676,428	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	525,016	604,096	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	407,424	583,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	232,078	222,521	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	47,141	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	392,313	398,502	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	676,428	1,195,819	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	736,620	1,237,239	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	2,424,580	2,560,984	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	578,039	546,643	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY Horley Town Council

https://www.horleysurrey-tc.gov.uk/ ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			✓
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/11/2024 20/05/2025 DD/MM/YYYY

Name of person who carried out the internal audit

Mark Mulberry BA (hons) FCCA CTA OR

Signature of person who carried out the internal audit

SIGNATURE

Date

20/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2025

Horley Town Council

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	415,520	676,428	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	525,016	604,096	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	407,424	583,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	232,078	222,521	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	47,141	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	392,313	398,502	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	676,428	1,195,819	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	736,620	1,237,239	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	2,424,580	2,560,984	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	578,039	546,643	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



**From:**

**Sent:** 19 May 2025 12:32

**To:** Rebecca Bowden

**Subject:** FW: Horley Edmonds Fund Year End letters - Drawdown Proposal HTC's Response

Hi Rebecca,

Thank you for your email setting out the proposal from the Community Foundation for Surrey regarding the drawdown from the Horley Edmonds Endowment Fund for the 2025–26 financial year.

Our councillors have considered the suggested change and, while they appreciate the objectives behind the proposal—particularly the intention to support voluntary and community groups in urgent need, they feel that for Horley, the revised arrangement may not align with the original intent of the fund.

This proposal may go against the wishes of Cyril Edmonds, that proceeds from the fund would be for the benefit of Horley's residents. Allocating 1% of the drawdown to the Surrey Community Fund (SCF), which may support projects elsewhere in the county, does not respect that intention.

We would therefore prefer that the full 5% drawdown remains in our grant revenue account, solely for local grant-making in Horley, as has been the case in previous years. We do not agree with the proposal to allocate 1% to the SCF.

Kind regards

**Assistant Chief Executive Officer & Responsible Finance Officer (RFO), Horley Town Council**

Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ

Office: 01293 784765 Mobile: 07541 903185

[www.horleysurrey-tc.gov.uk](http://www.horleysurrey-tc.gov.uk); [sam.adeniji@horleysurrey-tc.gov.uk](mailto:sam.adeniji@horleysurrey-tc.gov.uk);

<http://twitter.com/horleyTC>

For regular updates and information, please sign up to the HTC Newsletter from the

Home Page on the **HTC website shown on the link** [here](#).



# Horley Town Council

## Council Grant Scheme



### INTRODUCTION

A grant is a financial award made by the Council to be used by an organisation for a specific purpose that the Council considers to be beneficial to the local community. As the grant award is funded by public money applicants must meet the criteria detailed below to ensure that the money is well spent.

### BACKGROUND

The contribution made by the numerous organisations to benefit the local community in Horley is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Horley that are not, as a matter of course, funded by the Council. Funding is available, subject to any budgetary constraints, throughout the year. Organisations seeking grant funding from the Town Council are strongly advised to read the following grant criteria to ensure eligibility; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

### GRANT CRITERIA

1. It is anticipated that grants to successful applicants will be announced at various points throughout the municipal year.
2. Applicants are required to complete the Council's form to apply for a financial award, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering grant applications, the Council will consider the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial awards have been made, the contribution being made by the applicant organisation (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made. However, to ensure a fair distribution of funds applications will be limited to one per municipal year and the history of previous applications will be considered in the decision-making process.

6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.
7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be acknowledged and will be considered at the next available Council Meeting. Applicants will be informed of the Council decision as soon as possible.
9. The applicant agrees that the application form, accounts, and other information provided to the Council may be copied and placed on the public agenda for the meeting. Please ensure that the information is clear and legible.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

**Please, if possible, attach the following additional information which will support your application.**

- **Revenue Project - annual report, published accounts or independently examined, constitution/set of rules.**
- **Capital Projects – As for revenue projects plus proof of ownership or tenure of the site, planning permission and quotes for the work.**
- **An overall budget for the activity or organisation for which the application is being made must be submitted with this form.**
- **In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.**

Last updated January 2025

If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)

### Grant Application

Organisation Information	
Name & Address: Telephone No: Email Address: Website:	Horley Infant School Lumley Road Horley Surrey RH6 7JF
Is the organisation a non-profit making body?	Yes
When was your organisation formed?	Local infant school – opened in 1800's
If your organisation is a registered charity please give the registration number	We are not a registered charity but our school has a successful PTA (Friends of Horley Infant School) which is a registered charity – 1097578
Number of members in the organisation	55 staff and 270 pupils
What percentage of your membership lives in Horley?	
Is membership restricted in any way?	
n/a	
Is there a membership fee or other charges for access to your activities? Please give details	
n/a	
Details of Grant Request	
Purpose for which grant is required.	To install a temperature and light regulated cabinet to house a community defibrillator at the front of our school
How will Horley resident's benefit?	This is a life-saving device that emergency services and the community would have access to.
Is the project open to everyone?	Yes, the main purpose of the project is to enable access to a device that would typically only be available to school staff.
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	There are more than 30,000 out of hospital cardiac arrests each year. Under 1 in 10 survive an out of hospital cardiac arrest and less than 10% see a defib being used. Whilst there are a few



	other defibs on "The Circuit" locally, they either serve a large area or are not always available 24/7.	
What is the amount of Grant you are seeking from Horley Town Council?	£800.00	
What is the total cost of the project or activity?	£800.00	
Please state what contribution your organisation will make towards project (either financial or in kind)	We will organise the installation and the on-going maintenance.	
Funds granted from other bodies (Please give details)	£Defib has been provided free of charge by the DFE.	
Please indicate how you have arrived at the total cost?	Cost of the specialist cabinets are £600, and cost to install is £200.	
If there is a shortfall, how do you propose to fund the deficiency?	We will use the school budget, or we will ask the Friends of Horley Infant if they could assist.	
<b>Previous Applications</b>		
Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years		
No previous applications.		
<b>Attachments</b>		
<b>Documents</b>	<b>Yes</b>	<b>No</b>
Constitution		x
Annual Report		x
Published Accounts		x
Budget for activity		x
Budget for organisation		x
<b>Declaration</b>		
Name	Jason Walters	
Position in Organisation	Headteacher	
Bank Details	Account Name	GMAT T/A Horley Infant School
	Account Sort Code	
	Account Number	
Signature		

Name (Printed)	
Date	09/05/2025

**If your application is successful, the Grant will be paid via BACS transfer.**

**Please return the completed application form with supporting information to [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or post to Joan Walsh, Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ**

All data will be securely processed as set out in our privacy notice which can be viewed at [horleysurrey-tc.gov.uk](http://horleysurrey-tc.gov.uk)