

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

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

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<b>Required action from members:</b>
1.0 - Note 2.0 - Note & Authorise 3.0 - Note & Authorise 4.0 - Note & Authorise 5.0 - Note & Authorise 6.0 - Note 7.0 - Note

## 1.0

## Bank Balances

Account:	Balances at 31.03.2024:	Balances at 31.05.2024:
Natwest NTC Current Account	£1,897.95	£1,000.00
Natwest NTC Reserve	£0.00	£0.00
Unity Bank NTC	£130,181.86	£217,640.60
Unity Bank Reserve	£1,396,544.70	£2,333,389.31
Unity Bank TIC	£3,585.11	£18,890.54
CCLA Deposit	£1,210,000.00	£1,210,000.00
Total Account Balances	£2,742,209.62	£3,780,920.45

## 2.0

## Direct Debits &amp; Standing Orders (Apr24 &amp; May24)

Direct Debits / Standing Orders:	Total:	Acc:
Datasharp	£147.15	NTC
Allstar	£948.31	NTC
AIBMS	£60.12	NTC
Churchill Environment Services	£1,158.10	NTC
Cornwall Council Rates	£7,899.85	NTC
EDF Energy	£19,096.43	NTC
Global Collect	£704.16	NTC
H3G	£376.00	NTC
Siemens Financial Services	£998.01	NTC
Yoozoom	£2,548.38	NTC
BT	£1,188.00	NTC
Nissan Finance	£1,521.92	NTC
Saitech	£270.00	NTC
South West Water	£5,452.00	NTC
Babble	£3,261.73	NTC
Thirsty Work	£327.72	NTC
1&1	£371.38	NTC
Octopus Energy	£638.81	NTC
KINTO	£956.88	NTC
The Mailing Room	-	NTC
British Gas	£190.00	NTC
TV Licence	-	NTC
Biffa	£320.92	NTC
Quadient	£400.00	NTC
Npower	£304.30	NTC
NEST	£6,115.87	NTC
<b>Total Direct Debit Amount:</b>	<b>£55,256.04</b>	

## 3.0

## Payroll Payments (Already Made)

Direct Debits / Standing Orders:	Total:	Acc:	IB Ref:
June Payroll	£71,286.47	Unity NTC	IB 11912
June Pensions	£10,622.89	Unity NTC	IB 11913
June HMRC	£21,611.38	Unity NTC	IB 11914
<b>Total Payroll:</b>	<b>£103,520.74</b>		

## 4.0

## Unity Bank Credit Card Payments (already made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
03-Apr	Otter.AI	AI Software	£47.86	£0.00	G&R
05-Apr	Microsoft	Microsoft Copilot	£680.26	£113.38	G&R
15-Apr	Anthropic	Claude.ai Software	£18.00	£0.00	G&R
16-Apr	Canva	Canva Pro Software	£99.99	£16.66	G&R
17-Apr	Staples	HP Coated Paper Roll	£59.99	£10.00	G&R
17-Apr	Bitwarden	Password Management Software	£16.12	£0.00	G&R
18-Apr	Adobe	Adobe Acrobat	£8.32	£0.00	G&R
18-Apr	NALC	Staff Training	£39.22	£6.54	HR
18-Apr	Adobe	Adobe Acrobat	£16.64	£0.00	G&R
23-Apr	NCI Systems	WiFi Connection for Royal Cornwall Show	£192.00	£32.00	C&T
26-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
26-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
26-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
26-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
26-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
27-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
27-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
27-Apr	Facebook	Social Media Post Boost	£2.00	£0.00	C&T
28-Apr	Facebook	Social Media Post Boost	£3.00	£0.00	C&T
28-Apr	Facebook	Social Media Post Boost	£3.00	£0.00	C&T
28-Apr	Facebook	Social Media Post Boost	£3.00	£0.00	C&T
29-Apr	Facebook	Social Media Post Boost	£5.00	£0.00	C&T
29-Apr	Starlink	Killacourt WiFi	£150.00	£0.00	C&T
29-Apr	Eventbrite	Effective Communication Training	£15.00	£0.00	HR
29-Apr	Eventbrite	Effective Communication Training	£15.00	£0.00	HR
29-Apr	Eventbrite	Effective Communication Training	£15.00	£0.00	HR
29-Apr	Facebook	Social Media Post Boost	£5.00	£0.00	C&T
30-Apr	Facebook	Social Media Post Boost	£5.00	£0.00	C&T
30-Apr	Hemisphere West Europe	Fore St Contactless Device	£450.00	£75.00	E&F
01-May	Facebook	Social Media Post Boost	£7.00	£0.00	C&T
01-May	Digital Ocean	Website Costs	£28.27	\$5.89	G&R
01-May	Facebook	Social Media Post Boost	£7.00	£0.00	C&T
02-May	Lloyds	Monthly Fee	£3.00	£0.00	G&R
03-May	Otter.AI	AI Software	£48.12	£0.00	G&R
07-May	Moneysoft	Payroll Management Software	£196.80	£32.80	G&R
09-May	Bitwarden	Password Management Software	£16.05	£0.00	G&R
14-May	DoorFit	Door Repairs at Killacourt & Changing Places	£404.45	£67.41	E&F
16-May	Demar	Maintenance Van Shelving	£374.40	£62.40	G&R
22-May	NRLA	Tenant Credit Check	£26.00	£4.33	E&F
23-May	Anthropic	Claude.ai Software	£15.00	£0.00	G&R
25-May	Facebook	Social Media Post Boost	£6.00	£0.00	C&T
29-May	Starlink	Killacourt WiFi	£150.00	£0.00	C&T
01-Jun	Digital Ocean	Website Costs	£27.83	\$5.89	G&R
03-Jun	Lloyds	Monthly Fee	£3.00	£0.00	G&R
Total Unity Card Amount:			£3,176.32		

## 5.0

## Petty Cash Payments (Already Made)

Date	Supplier:	Info:	Total:	VAT:	Committee:
31/03/2024	Premier	Milk	£2.20	£0.00	G&R
02/04/2024	Tesco	Milk	£1.55	£0.00	G&R
02/04/2024	Post Office	Stamp for Tracked Letter	£7.95	£0.00	G&R
04/04/2024	Cobbler Cope	Keys Cut for TIC Trailer	£10.00	£0.00	C&T
08/04/2024	Tesco	Milk	£1.55	£0.00	G&R
12/04/2024	Cobbler Cope	Keys Cut for Unit 8	£9.00	£0.00	E&F
18/04/2024	ALDI	Milk	£1.45	£0.00	G&R
19/04/2024	Screwfix	Drill Bit	£9.09	£1.52	
23/04/2024	Tesco	Milk	£1.55	£0.00	G&R
25/04/2024	Meta Platforms	Boost Visit Newquay Post Engagement	£8.00	£0.00	C&T
29/04/2024	Tesco	Milk	£1.55	£0.00	G&R
01/05/2024	Tesco	Milk	£1.55	£0.00	G&R
07/05/2024	Tesco	Milk	£1.55	£0.00	G&R
07/05/2024	Post Office	Excess Postage Charge for TIC Membership Form	£1.50	£0.00	C&T
09/05/2024	Tesco	Newquay Voice for Library	£1.85	£0.00	C&T
10/05/2024	Post Office	Excess Postage Charge for Cheque Received	£5.00	£0.00	G&R
10/05/2024	Tesco	Milk	£1.55	£0.00	G&R
13/05/2024	Poundland	Treats for Job Fair	£7.50	£0.91	G&R
15/05/2024	Poundland	Skewers & Glue Sticks for D-Day Flags	£1.75	£0.29	C&T
16/05/2024	ASDA	Skewers for D-Day Flags	£2.10	£0.00	C&T
20/05/2024	Tesco	Milk	£1.55	£0.00	G&R
23/05/2024	Poundland	Blu-tack, Cellotape & Dog Treats for RCS Trailer	£8.00	£1.50	C&T
28/05/2024	Post Office	Postage of Letter to Care Tenants	£8.95	£0.00	E&F
29/05/2024	Tesco	Milk	£1.30	£0.00	G&R
31/05/2024	Hydroscand Ltd	Water Pump Part for Bowser	£5.58	£0.93	E&F
03/06/2024	Tesco	Milk	£1.55	£0.00	G&R
04/06/2024		Maintenance Coinbox Checks	£8.50	£0.00	E&F
05/06/2024	Southwest	Key Cut for Café	£5.00	£0.00	E&F
06/06/2024	Tesco	Milk	£1.55	£0.00	G&R
10/06/2024	Poundland	Tin Opener for Environment	£2.00	£0.33	E&F
11/06/2024	Tesco	Milk	£1.55	£0.00	G&R
17/06/2024	Tesco	Milk	£1.55	£0.00	G&R
Total			£125.32		

6.0

Unity Monthly Schedule of Accounts

Date:	IB Reference	Info:	Total
14/06/24	IB 11915 - IB 11937	1st June Payment Run	£21,194.64
24/06/24	IB 11938 - IB 11964	2nd June Payment Run	£14,261.83
			<b>£35,456.47</b>

7.0

Total Payments/Bank Balances:		
1.0	Bank Balances	<b>£2,742,209.62</b>
Expenditure for Authorisation		
2.0	Direct Debit & Standing Orders (Expenditure)	£55,256.04
3.0	Payroll Payments (Expenditure)	£103,520.74
4.0	Unity Bank Card Payments (Expenditure)	£3,176.32
5.0	Petty Cash Payments (Expenditure)	£125.32
6.0	Unity Monthly Schedule of Accounts (Expenditure)	£35,456.47
<b>Total Expenditure</b>		<b>£197,534.89</b>