

Olney Town Council
Transaction Report
April - June, 2020

	Date	Transaction Type	No.	Name	Memo/Description	Account	Split	Amount
Administration								
Bank Fees	02/04/2020	Credit Card Expense		Lloyds Bank		Administration Bank Fees	Unity Trust - Corporate Card	3.00
	04/05/2020	Credit Card Expense		Lloyds Bank		Administration Bank Fees	Unity Trust - Corporate Card	3.00
	02/06/2020	Expense		Lloyds Bank	Credit card monthly fee	Administration Bank Fees	Unity Trust - Corporate Card	3.00
	30/06/2020	Expense				Administration Bank Fees	Unity Trust - Current A/C	11.30
	30/06/2020	Expense				Administration Bank Fees	Unity Trust - Current A/C	57.30
Total for Bank Fees								£ 77.60
Office Expense	01/04/2020	Expense	12885	Katara Ltd	Quickbooks subscription	Administration Office Expense	Unity Trust - Current A/C	27.00
	02/04/2020	Credit Card Expense		Amazon		Administration Office Expense	Unity Trust - Corporate Card	24.96
	03/04/2020	Bill	1898	Bucks & Milton Keynes Ass Local Councils	BAL C sub	Administration Office Expense	Accounts Payable	646.16
	03/04/2020	Bill	1898	Bucks & Milton Keynes Ass Local Councils	NALC Sub	Administration Office Expense	Accounts Payable	376.15
	03/04/2020	Bill	1898	Bucks & Milton Keynes Ass Local Councils	LCR Sub	Administration Office Expense	Accounts Payable	17.00
	05/04/2020	Credit Card Expense		Fashtosts Internet Ltd		Administration Office Expense	Unity Trust - Corporate Card	4.79
	07/04/2020	Credit Card Expense		Currys		Administration Office Expense	Unity Trust - Corporate Card	28.16
	16/04/2020	Bill	1524724	Telecoms World plc	service and line rental charges for 01234954554	Administration Office Expense	Accounts Payable	1.60
	16/04/2020	Bill	20473	Adept Telecom	Phone and broadband billing period (ending) 31 March 2020	Administration Office Expense	Accounts Payable	52.92
	16/04/2020	Bill	1335	Mr George Moss	DATTO File protection 12 month contract	Administration Office Expense	Accounts Payable	30.00
	16/04/2020	Credit Card Expense		Post Office		Administration Office Expense	Unity Trust - Corporate Card	2.45
	19/04/2020	Credit Card Expense		adobe acropro subts		Administration Office Expense	Unity Trust - Corporate Card	15.17
	21/04/2020	Credit Card Expense		Amazon		Administration Office Expense	Unity Trust - Corporate Card	6.66
	21/04/2020	Expense		Amazon	Amazon prime membership	Administration Office Expense	Accounts Payable	1.60
	24/04/2020	Bill	AD01105691546	3 Business Services	mobile phones	Administration Office Expense	Accounts Payable	222.80
	01/05/2020	Bill	INV-114663	ICT Partners Europe Ltd	Office 365 Business essential (01/05/2020 - 31/05/2020)	Administration Office Expense	Accounts Payable	90.00
	01/05/2020	Bill	INV-114663	ICT Partners Europe Ltd	Office 365 premium (01/05/2020 - 31/05/2020)	Administration Office Expense	Accounts Payable	8.40
	01/05/2020	Expense		ICT Corporate Financial Limited	Printer lease	Administration Office Expense	Unity Trust - Current A/C	219.78
	01/05/2020	Bill	INV-114663	ICT Partners Europe Ltd	Email (01/05/2020 - 31/05/2020)	Administration Office Expense	Accounts Payable	10.00
	01/05/2020	Bill	1351	Mr George Moss	IT support April 9 & 2 hours	Administration Office Expense	Accounts Payable	180.00
	01/05/2020	Expense	13291	13291	14 & 1 hour	Administration Office Expense	Accounts Payable	27.00
	05/05/2020	Bill		Fashtosts Internet Ltd	4hrs @ £45 per hour	Administration Office Expense	Unity Trust - Current A/C	180.00
	15/05/2020	Bill	2684101280042	Quadient (was Neopost)	Quickbooks subscription	Administration Office Expense	Unity Trust - Corporate Card	75.36
	16/05/2020	Bill	BGC-1355	Mr George Moss	Franking machine lease	Administration Office Expense	Accounts Payable	30.00
	16/05/2020	Bill	247394	Adept Telecom	Datto file protection 12 month contract	Administration Office Expense	Accounts Payable	47.64
	19/05/2020	Credit Card Expense		adobe acropro subts	Phone and broadband billing period (ending) 30 April 2020	Administration Office Expense	Unity Trust - Corporate Card	15.17
	19/05/2020	Credit Card Expense		Amazon		Administration Office Expense	Unity Trust - Corporate Card	70.82
	19/05/2020	Expense		adobe acropro subts	subscription costs for Adobe	Administration Office Expense	Unity Trust - Corporate Card	15.17
	20/05/2020	Bill	W154056	Ethos (Formerly Waters)	Print quotas charge commissioning fee	Administration Office Expense	Accounts Payable	116.96
	21/05/2020	Bill		Telecoms World plc	service and line rental charges for 01234954554	Administration Office Expense	Accounts Payable	1.26
	21/05/2020	Credit Card Expense		Amazon		Administration Office Expense	Unity Trust - Corporate Card	15.17
	24/05/2020	Expense	AEO111372836	3 Business Services	mobile phones	Administration Office Expense	Accounts Payable	6.66
	28/05/2020	Expense		Fashtosts Internet Ltd	Fashtosts Internet	Administration Office Expense	Unity Trust - Corporate Card	61.00
					IT support for May 2020			
					1105 One Drive 1 hr			
					12/05 CCTV laptop upgrade to windows 10 - 2 hours			
					14/5 Teams - 1 hr			
					15/5 Teams live event test 2 hours			
					20/5 install office 36 on CCTV laptop 1 hour			
					21/5 occupational health Adam 2 hours			
					Quickbooks subscription			
					Office 365 Business essential June			
					Office 365 premium June			
					Email June			
					14 May 2020 live event - stream teams, teams set up			
					Office 365 May & June			
					Fashtosts Internet Ltd			
					Fashtosts Internet Ltd			
					Quadrant (was Neopost)			
					overpayment by OTC hence supplier credit dates 10 June 2020			
					Phone and broadband billing period (ending) 31 May 2020			
					service and line rental charges for 01234954554			
					DATTO protection file 12 month contract			
					adobe acropro subts			
					Amazon			
					3 Business Services			
					mobile phones up to period 23rd June 2020			
					IT support June 2020			
					ICT Partners Europe Ltd			
					IT costs for ICT Partners June			
Total for Office Expense								£ 4,126.29
Subscriptions	01/04/2020	Bill	47252020/21	ICCM	OTC Membership 2020/21	Administration Subscriptions	Accounts Payable	95.00
	15/05/2020	Bill	RT1020/51	Rural Services Partnership	Rural Services Partnership subscription from 1st April - 31st March 2021	Administration Subscriptions	Accounts Payable	130.00
	28/05/2020	Expense	30	Sage	SAGE salary package	Administration Subscriptions	Unity Trust - Current A/C	21.97
	28/05/2020	Bill		MKALC	Annual Membership Fee 2020/2021	Administration Subscriptions	Accounts Payable	115.00
Total for Subscriptions								£ 361.27
Total for Administration								£ 4,565.12
Allotment Expense	24/04/2020	Expense		Arglan Water - Allotments	water	Allotment Expense	Unity Trust - Current A/C	93.00
	27/05/2020	Expense		Arglan Water - Allotments	water	Allotment Expense	Unity Trust - Current A/C	93.00
	24/05/2020	Expense		Arglan Water - Allotments	water rates	Allotment Expense	Unity Trust - Current A/C	93.00
Total for Allotment Expense								£ 279.00
Cemetery Expense	01/05/2020	Expense		MKC Rates - Cemetery 6900439008	MKC rates	Cemetery Expense	Unity Trust - Current A/C	48.00
	01/06/2020	Expense		MKC Rates - Cemetery 6900439008	MKC rates	Cemetery Expense	Unity Trust - Current A/C	48.00
Total for Cemetery Expense								£ 96.00
General Expenses	01/04/2020	Expense		MKC Rates - Cemetery 6900439008	MKC rates	Cemetery Expense General Expenses	Unity Trust - Current A/C	43.42
	24/04/2020	Cheque	DD	Arglan Water - Cemetery	Water charges - Cemetery	Cemetery Expense General Expenses	Unity Trust - Current A/C	0.50
	07/05/2020	Bill		Total Gas & Power	electricity at Market Place	Cemetery Expense General Expenses	Accounts Payable	23.71
	19/05/2020	Bill	21298067420	Total Gas & Power	electricity at cemetery	Cemetery Expense General Expenses	Accounts Payable	18.86
	28/05/2020	Cheque	DD	Arglan Water - Cemetery	Water charges - Cemetery	Cemetery Expense General Expenses	Unity Trust - Current A/C	0.50
	13/06/2020	Bill	21488043020	Total Gas & Power	electricity at Market Place	Cemetery Expense General Expenses	Accounts Payable	58.02
	23/06/2020	Cheque	DD	Arglan Water - Cemetery	Water charges - Cemetery	Cemetery Expense General Expenses	Unity Trust - Current A/C	54.50
	30/06/2020	Bill	5479	Total Signs & Graphics	New 'do not park' signs for market place markets x 2 @ 228.00 each	Cemetery Expense General Expenses	Accounts Payable	456.00
Total for General Expenses								£ 828.39
Total for Cemetery Expense with sub-accounts								£ 202.67
Dickens Expense								£ 200.00
General Expense	16/04/2020	Bill		Olney Brass Band	Donation DOAC 2019 Andy Harris Richard Colson	Dickens Expense General Expense	Accounts Payable	200.00
Total for General Expense								£ 200.00
Total for Dickens Expense								£ 200.00
Market Expense								£ 200.00
Car Park	30/04/2020	Bill	1429	Napier Parking Ltd	Management charges for April. 0 tickets issued to site visits have been made during lockdown as per government advice, however we will make up these visits once restrictions have been lifted	Market Expense Car Park	Accounts Payable	200.00
	31/05/2020	Bill	1446	Napier Parking Ltd	Management charges for May 2020 3 tickets issued - 3 paid @ £33 each Site visits 9th, 12th, 13th, 15th, 16th, 19th, 20th, 26th May 2020	Market Expense Car Park	Accounts Payable	190.01
	30/06/2020	Bill	1465	Napier Parking Ltd	Management charges for June 2020 less 1 ticket issued - 1 paid @ £33 each £200 - £33 = 166.67 - vat Site visits 2.3.5.6.9.10.13.17.19.20 June 2020	Market Expense Car Park	Accounts Payable	196.67
Total for Car Park								£ 586.68
Farmers Market	01/05/2020	Bill	683	Farma	Annual Subscription - Farmers Market Organiser	Market Expense Farmers Market	Accounts Payable	175.00
Total for Farmers Market								£ 175.00
General Expenses	23/04/2020	Cheque	DD	Arglan Water - Toilets	Water charges - Market toilets	Market Expense General Expenses	Unity Trust - Current A/C	54.50
	07/05/2020	Bill		Total Gas & Power	electricity at Market Place	Market Expense General Expenses	Accounts Payable	92.49
	19/05/2020	Bill	21298067420	Total Gas & Power	electricity at Market Place	Market Expense General Expenses	Accounts Payable	58.35
	28/05/2020	Cheque	DD	Arglan Water - Toilets	Water charges - Market toilets	Market Expense General Expenses	Unity Trust - Current A/C	54.50
	13/06/2020	Bill	21488042920	Total Gas & Power	electricity at Market Place	Market Expense General Expenses	Accounts Payable	58.02
	23/06/2020	Cheque	DD	Arglan Water - Toilets	Water charges - Market toilets	Market Expense General Expenses	Unity Trust - Current A/C	54.50
	30/06/2020	Bill	5479	Total Signs & Graphics	New 'do not park' signs for market place markets x 2 @ 228.00 each	Market Expense General Expenses	Accounts Payable	456.00
Total for General Expenses								£ 828.39
Rates	01/05/2020	Expense		MKC Rates Market Place 6900239552	MKC Rates	Market Expense Rates	Unity Trust - Current A/C	106.00
	01/06/2020	Expense		MKC Rates Market Place 6900239552	MKC Rates	Market Expense Rates	Unity Trust - Current A/C	106.00
Total for Rates								£ 212.00
Toilets	06/04/2020	Bill	20736	Wallgate Ltd	refill soap for soap dispensers (x4)	Market Expense Toilets	Accounts Payable	100.00
Total for Toilets								£ 100.00
Total for Market Expense								£ 1,902.07
Olney Centre Expense								£ 1,200.00
Cleaning	29/04/2020	Expense			duplicate payment for cleaning products (soap)	Olney Centre Expense Cleaning	Unity Trust - Current A/C	120.00
	29/04/2020	Expense		Mrs Leanne Ward	Caretaking for 7 days	Olney Centre Expense Cleaning	Unity Trust - Current A/C	48.00
	15/05/2020	Bill	42500993165	MKC	cleaning market toilets on Thursday market day and one farmers market day	Olney Centre Expense Cleaning	Accounts Payable	325.00
	19/05/2020	Deposit			1100 litre wheeled bin hire - domestic for period 1/4/2020 - 31/3/2021 at the Olney centre	Olney Centre Expense Cleaning	Unity Trust - Current A/C	120.00
	18/05/2020	Bill		Cox & Robinson 1	Insect spray for bites for the groundmen	Olney Centre Expense Cleaning	Accounts Payable	79.96
	22/05/2020	Expense		BKCA Safety	PPE cleaning equipment order (masks/gloves/overalls)	Olney Centre Expense Cleaning	Unity Trust - Corporate Card	400.30
					disinfectant			
					penicils			
					alcohol hand gel			
					black bin bags			
					key files			
Total for Cleaning								£ 1,751.56
Electricity	07/05/2020	Bill		Total Gas & Power	electricity at Olney Centre inc library	Olney Centre Expense Electricity	Accounts Payable	356.69
	19/05/2020	Bill	21293178020	Total Gas & Power	electricity at Olney Centre inc library	Olney Centre Expense Electricity	Accounts Payable	220.47
	13/06/2020	Bill	21488030820	Total Gas & Power	electricity at Olney Centre inc library	Olney Centre Expense Electricity	Accounts Payable	204.28
Total for Electricity								£ 781.44
Gas	16/04/2020	Bill	G1128471	ESPO Energy	Gas billing period from 29 Feb to 31 March 2020	Olney Centre Expense Gas	Accounts Payable	631.88
	11/06/2020	Bill	G1133852	ESPO Energy	Gas billing period from 30 April to 31 May 2020	Olney Centre Expense Gas	Accounts Payable	233.26
	23/06/2020	Bill	G1132252	ESPO Energy	Gas billing period from 31 March to 30 April 2020	Olney Centre Expense Gas	Accounts Payable	330.87
Total for Gas								£ 1,200.01
General Expenses	30/04/2020	Bill	5917	C T Wilson & Son	April items	Olney Centre Expense General Expenses	Accounts Payable	8.45
	31/05/2020	Bill	5977	C T Wilson & Son	Cable ties x 100, 3inch edge paint brush May 2020 multi purpose compost	Olney Centre Expense General Expenses	Accounts Payable	24.92
Total for General Expenses					</			