

Olney Town Council

Transaction Report

January - March, 2019

	Date	Transaction Type	No.	Name	Memo/Description	Account	Split	Amount	
Administration									
Audit									
	31/01/2019	Bill	12094	Haines Watts	Final internal Audit yr ending 31st March 2019	Administration Audit	Accounts Payable	340.00	
Total for Audit								£ 340.00	
Bank Fees									
	04/02/2019	Expense		FINCHRG	Administration Bank Fees	Administration Bank Fees	Unity Trust - Corporate Card	3.00	
	04/03/2019	Expense		FINCHRG	Administration Bank Fees	Administration Bank Fees	Unity Trust - Corporate Card	3.00	
	31/03/2019	Expense		Unity Trust	Bank fees	Administration Bank Fees	Unity Trust - Current A/C	53.80	
	31/03/2019	Expense		Unity Trust	Bank fees	Administration Bank Fees	Unity Trust - Current A/C	65.40	
Total for Bank Fees								£ 125.20	
Insurance									
	01/02/2019	Bill		LC000059-224758	BHIB Insurance Brokers	Administration Insurance	Accounts Payable	2,513.30	
	18/02/2019	Supplier Credit		260457	BHIB Insurance Brokers	Administration Insurance	Accounts Payable	-189.80	
	18/02/2019	Bill		260321	BHIB Insurance Brokers	Administration Insurance	Accounts Payable	2,190.88	
Total for Insurance								£ 4,514.38	
Office Expense									
	02/01/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.50	
	02/01/2019	Expense			Katara Ltd	Administration Office Expense	Unity Trust - Current A/C	25.00	
	05/01/2019	Expense			Fasthosts Internet Ltd	Administration Office Expense	Unity Trust - Corporate Card	4.79	
	11/01/2019	Bill		115728	Adsept Telecom	Administration Office Expense	Accounts Payable	47.78	
	11/01/2019	Bill		W149239	Ethos (formerly Walters)	Administration Office Expense	Accounts Payable	107.47	
	14/01/2019	Bill		18072	Annual Subscription	Administration Office Expense	Accounts Payable	195.00	
	29/01/2019	Expense			Sage	Administration Office Expense	Unity Trust - Current A/C	100.92	
	29/01/2019	Expense			Post Office	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	30/01/2019	Bill			One Stop Shop	Administration Office Expense	Accounts Payable	1.68	
	31/01/2019	Bill		123777	Adsept Telecom	Administration Office Expense	Accounts Payable	49.13	
	01/02/2019	Expense		9690	Katara Ltd	Administration Office Expense	Unity Trust - Current A/C	25.00	
	05/02/2019	Expense		48946093	Fasthosts Internet Ltd	Administration Office Expense	Unity Trust - Corporate Card	4.79	
	13/02/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	15/02/2019	Bill		2684101280082	Quadiem (was Neopost)	Administration Office Expense	Accounts Payable	75.36	
	18/02/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	20/02/2019	Expense			Argos	Administration Office Expense	Unity Trust - Corporate Card	62.49	
	26/02/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	01/03/2019	Expense		8961	Katara Ltd	Administration Office Expense	Unity Trust - Current A/C	25.00	
	04/03/2019	Expense		54935512	Quadiem (was Neopost)	Administration Office Expense	Unity Trust - Current A/C	200.00	
	05/03/2019	Expense			Fasthosts Internet Ltd	Administration Office Expense	Unity Trust - Corporate Card	4.79	
	07/03/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	11/03/2019	Bill		139623	Adsept Telecom	Administration Office Expense	Accounts Payable	47.25	
	19/03/2019	Bill			Liam Costello	Administration Office Expense	Accounts Payable	46.80	
	19/03/2019	Bill			Liam Costello	Administration Office Expense	Accounts Payable	81.00	
	19/03/2019	Bill			Liam Costello	Administration Office Expense	Accounts Payable	71.50	
	19/03/2019	Bill			Liam Costello	Administration Office Expense	Accounts Payable	65.00	
	25/03/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	0.85	
	25/03/2019	Expense			One Stop Shop	Administration Office Expense	Unity Trust - Corporate Card	2.65	
	26/03/2019	Expense			Cherry Tree	Administration Office Expense	Unity Trust - Corporate Card	9.25	
	31/03/2019	Bill			Quadiem (was Neopost)	Administration Office Expense	Accounts Payable	75.36	
Total for Office Expense								£ 1,333.61	
Subscriptions									
	25/03/2019	Bill			Bucks & Milton Keynes Ass Local Councils	Administration Subscriptions	Accounts Payable	935.40	
	30/03/2019	Bill			Olney Chamber of Trade	Administration Subscriptions	Accounts Payable	40.00	
Total for Subscriptions								£ 975.40	
Town Hospitality									
	27/02/2019	Expense			Sandwich Land	Administration:Town Hospitality	Unity Trust - Corporate Card	19.80	
Total for Town Hospitality								£ 19.80	
Total for Administration								£ 7,308.39	
Allotment Expense									
	22/01/2019	Expense			Anglian Water - Allotments	Allotment Expense	Unity Trust - Current A/C	161.00	
	22/02/2019	Expense			Anglian Water - Allotments	Allotment Expense	Unity Trust - Current A/C	161.00	
	22/03/2019	Expense			Anglian Water - Allotments	Allotment Expense	Unity Trust - Current A/C	161.00	
	31/03/2019	Supplier Credit				Allotment Expense	Accounts Payable	-805.00	
Total for Allotment Expense								-£ 322.00	
Cemetery Expense									
General Expenses									
	11/01/2019	Bill		18374760	Total Gas & Power	Cemetery Expense-General Expenses	Accounts Payable	23.67	
	09/02/2019	Bill		185290517	Total Gas & Power	Cemetery Expense-General Expenses	Accounts Payable	25.14	
	09/03/2019	Bill		187296433	Total Gas & Power	Cemetery Expense-General Expenses	Accounts Payable	21.71	
Total for General Expenses								£ 70.52	
Dickens Expense									
General Expense									
	09/01/2019	Bill			Carlton House Club	Dickens Expense:General Expense	Accounts Payable	98.65	
Total for General Expense								£ 98.65	
Total for Dickens Expense								£ 98.65	
Market Expense									
Car Park									
	31/01/2019	Bill		1115	Napier Parking Ltd	car park management charges January 2019	Market Expense Car Park	Accounts Payable	183.35
	28/02/2019	Bill		1132	Napier Parking Ltd	car park management charges February 2019	Market Expense Car Park	Accounts Payable	186.68
	31/03/2019	Bill		1156	Napier Parking Ltd	car park management charges March 2019	Market Expense Car Park	Accounts Payable	180.02
Total for Car Park								£ 550.05	
General Expenses									
	11/01/2019	Bill		18374760	Total Gas & Power	Market Expense:General Expenses	Accounts Payable	80.66	
	14/01/2019	Bill		353750	Bulldbase Civils & Linels	Market Expense:General Expenses	Accounts Payable	68.00	
	25/01/2019	Bill		2	Paul Megearly	Market Expense:General Expenses	Accounts Payable	113.00	
	09/02/2019	Bill		185290506	Total Gas & Power	Market Expense:General Expenses	Accounts Payable	89.93	
	09/03/2019	Bill		187296422	Total Gas & Power	Market Expense:General Expenses	Accounts Payable	74.96	
	25/03/2019	Bill		2599	J & H Craig	Supply and erection of Market Square Christmas Tree 2018	Market Expense:General Expenses	Accounts Payable	450.00
	29/03/2019	Bill		74757146	Wave - Car Park	Annual Surface Water Charge	Market Expense:General Expenses	Accounts Payable	115.94
Total for General Expenses								£ 982.49	
Toilets									
	01/03/2019	Bill		66514530	PHS01	Sanitary Disposal market	Market Expense:Toilets	Accounts Payable	99.06
	06/03/2019	Bill		17026	Walgate Ltd	repair hand dryers	Market Expense:Toilets	Accounts Payable	526.27
	31/03/2019	Bill		23	Wards of Olney	Cleaning toilets	Market Expense:Toilets	Accounts Payable	360.00
Total for Toilets								£ 885.33	
Total for Market Expense								£ 2,537.87	
Olney Centre Expense									
Caretaking									
	03/01/2019	Bill		19	Wards of Olney	Caretaking 01/12/18 to 31/12/18 E48 per day for 31 days	Olney Centre Expense:Caretaking	Accounts Payable	1,488.00
	04/02/2019	Bill			Wards of Olney	Caretaking 01/01/19 to 31/01/19 E48 per day for 31 days	Olney Centre Expense:Caretaking	Accounts Payable	1,488.00
	03/03/2019	Bill		21	Wards of Olney	Caretaking 01/02/19 to 28/02/19 E48 per day for 31 days	Olney Centre Expense:Caretaking	Accounts Payable	1,344.00
	31/03/2019	Bill		23	Wards of Olney	Caretaking 01/03/19 to 31/3/19 E48 per day for 31 days	Olney Centre Expense:Caretaking	Accounts Payable	1,488.00
Total for Caretaking								£ 5,808.00	
Cleaning									
	03/01/2019	Bill		19	Wards of Olney	cleaning 16 days @ E36	Olney Centre Expense:Cleaning	Accounts Payable	576.00
	03/01/2019	Bill		516511	ESPO	cleaning products	Olney Centre Expense:Cleaning	Accounts Payable	34.68
	05/01/2019	Bill		5100301	ESPO	cleaning products	Olney Centre Expense:Cleaning	Accounts Payable	112.35
	31/01/2019	Bill		515242	ESPO	cleaning products	Olney Centre Expense:Cleaning	Accounts Payable	71.10
	04/02/2019	Bill			Wards of Olney	cleaning 23 days @ E36	Olney Centre Expense:Cleaning	Accounts Payable	828.00
	03/03/2019	Bill		21	Wards of Olney	cleaning 20 days @ E36	Olney Centre Expense:Cleaning	Accounts Payable	720.00
	27/03/2019	Bill		5214340	ESPO	cleaning products	Olney Centre Expense:Cleaning	Accounts Payable	59.43
	31/03/2019	Bill		23	Wards of Olney	cleaning 21 days @ E36	Olney Centre Expense:Cleaning	Accounts Payable	756.00
Total for Cleaning								£ 3,157.56	
Electricity									
	11/01/2019	Bill		18374750	Total Gas & Power	Electricity	Olney Centre Expense:Electricity	Accounts Payable	437.57
	09/02/2019	Bill		185290598	Total Gas & Power	Electricity	Olney Centre Expense:Electricity	Accounts Payable	349.75
	09/03/2019	Bill		187296488	Total Gas & Power	Electricity	Olney Centre Expense:Electricity	Accounts Payable	325.33
Total for Electricity								£ 1,112.65	
Gas									
	15/01/2019	Bill		80055	ESPO Energy	Gas - Olney Centre December 2018	Olney Centre Expense:Gas	Accounts Payable	513.77
	14/02/2019	Bill		83943	ESPO Energy	Gas - Olney Centre January 2019	Olney Centre Expense:Gas	Accounts Payable	592.06
	13/03/2019	Bill		G1087191	ESPO Energy	Gas - Olney Centre February 2019	Olney Centre Expense:Gas	Accounts Payable	414.94
Total for Gas								£ 1,520.77	
General Expenses									
	02/01/2019	Bill		7473	Phonebox	TOC ad	Olney Centre Expense:General Expenses	Accounts Payable	150.00
	05/01/2019	Bill		4823	Coverguard Services	Fire Alarm response	Olney Centre Expense:General Expenses	Accounts Payable	300.00
	05/01/2019	Bill		4823	Coverguard Services	Intruder alarm response	Olney Centre Expense:General Expenses	Accounts Payable	350.00
	04/02/2019	Bill		66456140	PHS01	Sanitary Disposal & Maintenance Olney Centre	Olney Centre Expense:General Expenses	Accounts Payable	790.20
	05/02/2019	Expense		300078	MKC	civil ceremony licence	Olney Centre Expense:General Expenses	Unity Trust - Current A/C	2,500.00
	01/03/2019	Bill		66514529	PHS01	Sanitary Disposal & Maintenance Olney Centre	Olney Centre Expense:General Expenses	Accounts Payable	314.42
Total for General Expenses								£ 4,404.62	
Maintenance									
	31/01/2019	Bill		19456	Sterling Installations	annual service	Olney Centre Expense:Maintenance	Accounts Payable	175.00
	11/02/2019	Bill		4462	PW Maintenance	replace heat controller	Olney Centre Expense:Maintenance	Accounts Payable	1,250.00
	27/02/2019	Bill		502028	Spectrum Security Solutions	CCTV maintenance	Olney Centre Expense:Maintenance	Accounts Payable	100.00
	28/02/2019	Bill		35663	ISE Fire Products & Services Ltd	Fire Risk Assessment	Olney Centre Expense:Maintenance	Accounts Payable	395.00
	01/03/2019	Bill		40770604-15	ADT Fire & Security	signalling transmission services 22.3.19-21.3.20	Olney Centre Expense:Maintenance	Accounts Payable	192.00
	19/03/2019	Bill		1402	Oval Park Construction	repair to roof tiles	Olney Centre Expense:Maintenance	Accounts Payable	185.00
Total for Maintenance								£ 2,297.00	
Renewals									
	14/01/2019	Bill		25283	Pinaci Solutions	Wireless Support	Olney Centre Expense:Renewals	Accounts Payable	307.08
	20/01/2019	Bill		2019	Dave Boddy Electrical	room 4 lights	Olney Centre Expense:Renewals	Accounts Payable	738.79
	31/01/2019	Bill			Dave Boddy Electrical	Electrical Condition Report			