

Payment_Sheet_04_2024_2025

Items for payment presented to the Finance meeting on Monday 1st July 2024

Members are requested to authorise the following payments made since the compilation of the agenda for the meeting 24th June 2024 and before the compilation of the agenda for the Finance Committee meeting on Monday 1st July 2024.

Minutes reference (where necessary)	Payment to:-	Centre	Charge	Total Payment	Payment date/cheque dated	Payment method	Cost code	Authorised by
	Ricoh UK Ltd - photocopier rental Apr-Jun	Photocopier	£ 273.49	£ 390.05	10/05/2024	DD	1157	
	Ricoh UK Ltd - photocopier clicks Jan - March	Photocopier	£ 116.56		10/05/2024	DD	1157	
	British Gas - gas	Gas	£ 116.47	£ 116.47	13/06/2024	DD	2146	
	Castle Water - water	Water	£ 153.52	£ 153.52	17/06/2024	DD	2175	
EMR 323	Amazon - bows and ribbon (bench unveiling)	Events	£ 17.98	£ 29.96	19/06/2024	CARD	3210	
	Amazon - plastic treasury tags	Stationery	£ 11.98		19/06/2024	CARD	1169	
	Amazon - white string (for archiving)	Stationery	£ 4.99	£ 4.99	19/06/2024	CARD	1169	
	Deposit refund - inv 7662	Deposit refund	£ 200.00	£ 200.00	21/06/2024	FASTER	520	
EMR 323	Hospital Radio Reading - D-Day 80 attendance	Events	£ 200.00	£ 200.00	21/06/2024	FASTER	3210	
	Deposit refund - inv 7691	Deposit refund	£ 100.00	£ 100.00	21/06/2024	FASTER	520	
	Deposit refund - inv 7633	Deposit refund	£ 100.00	£ 100.00	21/06/2024	FASTER	520	
	HMRC - Tax & NI May	Tax & NI	£ 1,103.12	£ 1,103.12	21/06/2024	BACS		
	SSE - Electricity	Electricity	£ 300.94	£ 300.94	25/06/2024	DD	2130	
	Moorepay - payroll admin (inc starter and leaver admin)	Payroll admin	£ 122.43	£ 122.43	25/06/2024	DD	1126	

**Expenditure since
previous meeting**

£ 2,821.48

£ 2,821.48