

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	9 <sup>th</sup> December 2021 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Vanschepdael - Responsible Financial Officer		
<b>AGENDA ITEM</b>	<b>15</b>		
<b>REPORT TITLE</b>	<b>Notice of Invoice payment</b>		
<b>Introduction</b>	<p>The Congleton Information Centre sell tickets on behalf of local theatres and Charities for events which these external businesses/charities put on.</p> <p>One local charity they sell tickets for is Congleton Rotary Club. Tickets are sold via the Congleton Information Centre and in turn we are then invoiced, less a commission for the value of ticket sales.</p>		
<b>Information</b>	<p>This year's sales for the Bonfire were very successful and the amount which we were invoiced was £13,991.60. (We received £736.40 in Commission, which was deducted from full sales of £14,728) See <b>Appendix 1</b>. (Approval signatures redacted)</p> <p>Our Financial Regulations state that authority for expenditure on Revenue items over £10,000 must be approved by Council. Although this invoice was for third party income and not a revenue purchase, I felt it appropriate to make contact with our Internal Auditor to check if prior approval for this payment to be made was required, as an amount over £10,000 was leaving our accounts.</p> <p>Confirmation was received that a retrospective noting and acknowledgment of the monies leaving our accounts is sufficient to fulfil audit requirements.</p> <p>Alongside this, at the Finance and Policy Committee held on 30th September 2021. it was approved to underwrite any losses made for the Bonfire event up to £5,000, as the event was a success this has not been called upon.</p>		
<b>Decision requested</b>	To note payment made to Congleton Rotary Charity Account for £13,991.60.		

## CONGLETON ROTARY CHARITY ACCOUNT

Invoice

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VAT Reg No:

CONGLETON TOWN COUNCIL  
TOWN HALL  
HIGH STREET  
CONGLETON  
CHESHIRE  
CW12 1BW  
VAT Reg No:

81

08/11/2021

C002

13339

Recd  
19.11.21

## Quantity Details

13991.60 BONFIRE TICKET SALES PO #703

Unit Price

Disc Amt

Net Amt VAT %

VAT

1.00

0.00

13,991.60

0.00

0.00

3041/225

5% Commission Earnings okay to pay  
= £736.40  
02/11/21

Total

0.00

Total Net

13,991.60

Carriage Net

0.00

Total Tax Amount

0.00

Invoice

13,991.60