

SALTFORD PARISH COUNCIL

Schedule of regular expenditure during March 2024
– for authorisation by the Council at its meeting on 5 March 2024.

Description	Amount	Method	Budget heading
March staff costs total inc. salary, pension, HMRC tax and National Insurance	2690 estimate, 2750 maximum	Online BACS	Office staff
March SCA Hall hire	75 estimate 100 maximum	Online BACS	Hall hire
March inTouch Communications Ltd phone system	27 (plus VAT) estimate 35 (plus VAT) maximum	Direct Debit	General administration
March Ambience Landscapes churchyard maintenance	180 (inc VAT) estimate 200 (inc VAT) maximum	Online BACS	Churchyard Maintenance
March monthly One Drive subscription	2 (inc VAT) 3 max	Direct Debit	General Administration
March stationary, IT supplies, printing & postage	15 estimate 60 max	Online BACS / Clerks expenses	General Administration
Chair's Allowance Jan-Mar	£75	Online BACS	Chair's Honorarium

The following sums have been transferred from the Business Instant Deposit Account into the Current Account to cover outstanding invoices and expenditure:

Date: N/A Amount: £0

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 5 March 2024.

SIGNED.....

CHAIR / VICE-CHAIR

DATE:.....