

# SALTFORD PARISH COUNCIL

**Schedule of regular expenditure during April 2024**  
– for authorisation by the Council at its meeting on 3 April 2024.

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

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

**Date: 25/03/24      Amount: £5,000**

I certify that the above payments made or to be made have been authorised at the meeting of the Parish Council on 3 April 2024.

SIGNED.....  
CHAIR / VICE-CHAIR

DATE:.....