

**To receive a virement report and consider any actions and associated expenditure**

Budget code 6921 – IT and Office cost is close to utilising the available funds due to additional broadband costs not expected (leased internet line at a cost of £309).

The leased line has now been transferred to a better package at a much lower monthly cost of £45.

To accommodate future IT and Office cost I sought the Chairman and Vice Chairman approval to vire £650 from budget code 6972 EMF Library Equipment and Furniture (available balance £12,316) to 6921 IT and Office cost to cover the remaining 5 months (at the time) of this financial year.

The Chairman and Vice Chairman approved the request. The virement is to be ratified at the next Library Sub meeting.

List of transactions to date:

DATE	DESCRIPTION	COST	CUMULATIVE TOTAL
01/04/22	Prepayment reversal from previous year	£80.22	
06/04/22	Printer Ink	28.32	108.54
09/05/22	USB memory stick	£7.47	116.01
09/05/22	Postage	£2.48	118.49
18/05/22	Printer Ink	£28.32	146.81
31/05/22	Reams Paper	£112.00	258.81
31/05/22	66m Parcel tape	£25.00	283.81
31/05/22	Metal Stapler	£11.78	£295.59
31/05/22	Staples	£1.15	£296.74
31/05/22	Image Presentation paper	£13.98	£310.72
31/05/22	White card	£6.99	£317.71
09/06/22	Pack blue pin maps	£8.37	£326.08
29/06/22	50Mbps Leased internet line	£309.00	£635.08
29/06/22	Antivirus Services	£38.00	£673.08
07/07/22	Printer Ink	£30.82	£703.90
29/07/22	Antivirus Services	£38.00	£741.90
30/07/22	Newspapers for Library (Feb-August)	£497.30	£1,239.20
08/08/22	5000 Staples	£5.80	£1,245.00
08/08/22	Pens	£7.98	£1,252.98
08/08/22	Magic tape	£11.97	£1,264.95
08/08/22	Sellotape	£7.20	£1,272.15
08/08/22	DS Tape	£11.96	£1,284.11
14/08/22	Printer Ink	£24.13	£1,308.24
06/09/22	Antivirus Services	£38.00	£1,346.24

**End of Report  
Town Clerk**