

Account information				Contract information						Financial Information			Comments
Name of company	Service type	Account no.	Name on account:	Contract start date	Length of contract	Early exit fee	Notice period (days)	Review date	Contract renewal date	Payment occurrence	Total annual cost	Owner	
Hootsuite	Social Media publication - professional plan						30	06/05/2023	05/06/2023	Annual		CEO	CANCELLED on 11/05/2023 due to price increase
Trelawny Fire & Security	Annual service of fire extinguishers and intercom system	N/A	Anne Oliver				30	01/06/2023	Jul-23	Annual	£150.00	BSM	Service booked for 19/07/23
Royal Mail	Freepost			Jul-22	1 year	N/A	30	01/06/2023	Jul-23	Annual	£119.64	BSM	
NCVO	Annual membership			Jun-22	1 year	N/A	0		Jun-23	Annual	£184.00	BSM	Jody suggests we do not review
NCI	Monthly IT support - Office 365/Cloud backup/phone system		Anne Oliver	Apr-20 3 years			0	01/07/2023	Apr-23	Monthly	£4,464.72	CEO	Notice has been waived
NCI	Cloud backup		Anne Oliver	30/10/2022	1 year	N/A	0	01/07/2023	01/07/2023	Monthly	£129.60	BSM	Notice has been waived
Circle Interactive	Website hosting and maintenance (Quarterly)	N/A	Anne Oliver	11/06/2022	12 months	£108.00	30	12/07/2023	11/08/2023	Quarterly	£432.00	BSM	Provider recommended by HC for a HC managed web account
Living Wage Foundation	Employer accreditation			Aug-21	N/A	N/A	30	23/07/2023	Aug-23	Annual	£144.00	BSM	
Initial/Rentokil	Sanitary bins	C/90236919					30	02/08/2023	Sep-23	Annual	£125.00	BSM	
Health Assured	Employee Assistance Programme	HEA318	Anne Oliver	13/11/2018	5 years	£187.50	90	14/08/2023	12/11/2023	Annual	£900.00	CEO	Would like to review other options
Zen	Full fibre broadband	None listed	Spencer Woods	Oct-22	1 year	£168.00	30	01/09/2023	Oct-23	Monthly	£504.00	CEO	To be moved to Itec on renewal
NCI	Microsoft Licences		Anne Oliver	16/11/2022	1 year	N/A	30	17/10/2023	16/11/2023	Monthly	£3,650.00	CEO	Will be transferred to ITEC
Prezi	Annual subscription			01/12/2022	1 year	£0.00	30	01/11/2023	Dec-23	Annual	£121.20	BSM	
Pixie Payroll	Monthly payroll invoice		Anne Oliver	Feb-22		£333.33	90	03/11/2023	Feb-24	Monthly	£500.00	BSM	
Pure Lemons	Xero software etc.		Anne Oliver	Feb-22		£249.00	90	03/11/2023	Feb-24	Monthly	£374.40	BSM	
NCI	Egress Defender		Anne Oliver	16/11/2022	1 year	n/a	0	16/11/2023	16/11/2023	Monthly	£810.00	CEO	Has been cancelled from end date
NCI - Visio	Software licence		Anne Oliver	Nov-22	1 year	N/A	0	16/11/2023				BSM	Has been cancelled from end date
Green Sparks	PAT testing		Anne Oliver	N/A	Spot purchase when testing is due			01/01/2024	Jan-24	Annual	£120.00	BSM	
Pearce & Co	Rent		Anne Oliver	Jul-22	5 years	Variable	120	01/01/2024	Jul-24	Quarterly	£18,540.00	Board	Notice to invoke break clause
Fintec	Copier-lease	100887	Spencer Woods	01/04/2019	5 years	£793.00	90	02/01/2024	Apr-24	Quarterly	£951.64	CEO	
Itec	Photocopier support, Photocopier copy charges and Photocopier admin fee			01/04/2019	5 years	N/A	N/A	02/01/2024	Apr-24	Monthly	£600.00	BSM	Links to Fintec agreement but no extra fees
ITEC	IT Support		Anne Oliver	01/07/2023	9 months	£1,440.00	90	02/01/2024	Apr-24		£5,760.00	Board	
Itec	Back up arrangements		Anne Oliver	01/07/2023	9 months	£3,456.00	90	02/01/2024	Apr-24		£864.00	CEO	

Pearce & Co	Property insurance		Anne Oliver	May-23	1 year		90	02/01/2024	Apr-24	Annual	£977.70	Board		
ICO	Data Protection fee			Statutory requirement		N/A		06/01/2024	06/02/2024	Annual	£35.00	BSM		
Zoom	Pro' licence - Core	116672336	enquiries	Mar-23	1 year	N/A	30	31/01/2024	Mar-24	Annual	£144.00	BSM		
Suez	Waste Collection	34054973				N/A	30	01/02/2024	Jan-23	Annual	£220.00	BSM	Charge per waste bag supplied	
Daisy	Freephone service charge and calls	DFA79607	Anne Oliver/Zoe Skyrme	Apr-23	12 months	£183.00	30	02/03/2024	Apr-24	Monthly	£200.00	BSM		
Mailchimp	Monthly cost of subscription						30	02/03/2024	Apr-24	Monthly	£220.00	BSM		
Maria Cole/Kessel	Office cleaning	N/A	Anne Oliver	01/04/2021	N/A	N/A	30	02/03/2024	Apr-24	Monthly	£1,820.00	CEO	No formal contract, anniversary of start date	
Pearce & Co	Property maintenance		Anne Oliver	Jul-22	5 years	N/A	120	03/03/2024	Jul-24	Quarterly	£811.20	Board		
NCI - Adobe Creative	Creation and design software		Anne Oliver	01/05/2023	12 months	N/A	30	31/03/2024	30/04/2024	Annual	£501.65	CEO	To be moved to Itec on renewal	
Zurich Insurance	Public/Employers Liability Insurance (annual)	P/ 01/ 99219127	Anne Oliver	01-Jul-22	1 year	N/A	30	01/06/2024	Jul-24	Annual	£1,684.76	CEO		
Mentor	HR and training support licence	75457	Anne Oliver	Sep-17		£1,753.92	30	05/07/2024	Aug-24	Monthly	£1,753.92	CEO	Renewed by email agreement	
EDF	Electricity	671 096 384 958	Spencer Woods			£183.00	30	12/07/2024	Sep-23	6 Monthly	£2,200.00	CEO		
South West Water	Water					N/A	N/A	N/A	Apr-24	6 Monthly	£155.00	BSM	Only provider	
EE	Mobiles			Variable see attached spreadsheet							Monthly		BSM	
Lloyds Bank	Service Fees			N/A	N/A	N/A	N/A			Monthly	£108.00	BSM		

Contracts £8,854.75
 Mobiles £2,230.48
 Rent £11,085.23

EQUIPMENT LOG	Mobile						30
Name	Model	Phone Number	IMEI No.	Cost	Review date	Expiry date	Early exit cost
Anne Oliver	Samsung A32	07388 948797		17.15	23/02/2024	24/03/2024	£171.50
Comms	iPhone 11	07944 541756	352509586831988	£20.40	15/05/2024	14/06/2024	£244.80
Charlotte Morris	Samsung A32	07741 645689	3515554090131440	17.15	05/03/2024	04/04/2024	£171.50
Helen Hambly	Samsung Galaxy A20e	07951 491123		9.23	15/02/2024	16/03/2024	£83.07
Jenny Salmon	Samsung A32	07880 774363		9.23	23/02/2024	24/03/2024	£83.07
Hayley Truscott	Samsung A32	07384 252041		9.23	23/02/2024	24/03/2024	£83.07
Mike Hooper	Samsung Galaxy A20	07880 782636	354462116439518	£9.23	23/02/2024	24/03/2024	£83.07
Morwenna Gee	Samsung A32	07384 252802		£17.15	08/03/2024	07/04/2024	£171.50
Natalie Swann	iPhone 11	07944 542265	352509586973301	£40.00	15/05/2023	14/06/2023	Cancelled
Nick Bailey	Samsung A32	07384 252041		9.23	23/02/2024	24/03/2024	£83.07
Rhiannon Pring	Samsung A32	07384 252234	s/n RF8J6382DQT	£17.15	13/03/2024	12/04/2024	£171.50
Sarah Jones	A1778 / iPhone 7	07384 252071		£9.23	23/02/2024	24/03/2024	£83.07
Robert O'Leary		07384 252667		£17.15	08/03/2024	07/04/2024	£171.50
Zoe Skyrme	Samsung	07880 772385		£9.23	23/02/2024	24/03/2024	£87.07
Spare	Samsung Galaxy A20	07881 815286		£17.15	08/03/2024	07/04/2024	£171.50
Spare	Galaxy A32	07498 429951	351554741088034	£18.73	11/01/2024	10/02/2024	£171.50
Spare	Galaxy A32	07498 429952		£18.73	11/01/2024	10/02/2024	£171.50
Nicki Burnett	Samsung Galaxy A22	07498 382846		£23.74	01/09/2023	01/10/2023	£94.96
Helen Newton	Samsung Galaxy A22	07498 382847		£23.74	01/09/2023	01/10/2023	£94.96

Mario Dunn (office)	Samsung Galaxy A20e	07770 685427	Slot 1 is 354462116054622 Slot 2	£9.23	08/03/2024	07/04/2024	£83.07
Mario Dunn (home)	Samsung Galaxy A20e	07770 685427	Slot 1 is 354462116054622 Slot 2				

Based on June 23 figures

£2,475.28