

APHA EXECUTIVE BOARD - AGENDA 18th May 2023

Meeting held online via Microsoft Teams commencing 13.00 hrs.

[Click here to join the meeting](#)

EB 22/17	Welcome:	Chair
	Introductions London PHA	
EB 22/18	List of Attendees	Chair
EB 22/19	Apologies for Absence:	Chair
EB 22/20	Declarations of Interest	Chair
EB 22/21	Minutes of the previous EB meeting – 20 January 2023:	Chair
	a. Accuracy	
	b. Matters arising that are not on the agenda.	
	(1) Ship sanitation fees – GG to survey PHA’s and determine who has departed from the APHA published charges.	
	(2) Revalidation of Board members.	
EB 22/22	APHA Financial Report and Accounts.	GG
	a. Financial Statement 2022/2023	
	b. Profit and Loss 2022/23	
	c. Income and Expenditure since the previous meeting.	
	d. Budget 2022/23	
	e. Budget 2023/24	
EB 22/23	Membership and Renewals.	GG
	Outstanding membership renewals are:	
	Corporate:	
	The Highland Council	
	State of Jersey	
	North East Lincolnshire Council	
	Vale of Glamorgan	
	London Borough of Hillingdon	

River Tees Port Health Authority

International:

Bermuda Government (Owes £82.48)
Republic of Ireland (HSE)

PLaN:

Comhairle nan Eilean Siar (Stornoway)
States of Guernsey
Flintshire County Council
Cumberland Council
Bournemouth, Christchurch and Poole Council
Doncaster Council
Newport City Council
Medway Council

EB 22/24	APHA Administration	
	a. Website - Metrics report from Webmaster	GG
	b. Outstanding Action: Redesign of the Website	Chair
EB 22/25	Training	GG
	a. Courses run since the last meeting:	
	• Ships Inspection Workshop in London on 3 Feb 23 – cancelled	
	• Ships water training Belfast 22 Feb 23	
	• Coffee & Catch Up 2 Mar 23	
	b. Planned courses:	
	• Ships inspection workshop Belfast 29 Jun 23	
	• BASF Pest Control Training	
	c. Outstanding action - Training for Cruise Industry	
	d. Defra Imported Food Training	
EB 22/26	AGM/CPD Event 2023	GG
EB 22/27	CIEH Review of POAO Authorised Officers (BRRG).	Chair
EB22/28	Brexit Border Target Operating Model	Chair

EB22/29 Proposed Meeting Schedule: Chair

a. APHA Executive Board meeting schedule 2023.

(1) 21 Sep 23 – Online via Teams

(2) Wednesday 15 Nov 23 at the Union Jack Club

b. APHA AGM 2022 - 16th November 2023 - Gascoigne Suite, Union Jack Club

EB 22/30 AOB Chair

Honorarium

Registered number
02346876

Association of Port Health Authorities

Unaudited Accounts

31 March 2023

Association of Port Health Authorities

Chartered Accountants' report to the board of directors on the preparation of the unaudited statutory accounts of Association of Port Health Authorities for the year ended 31 March 2023

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Association of Port Health Authorities for the year ended 31 March 2023 which comprise of the Profit and Loss Account and the Balance Sheet from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at www.icaew.com/en/members/regulations-standards-and-guidance

Our work has been undertaken in accordance with ICAEW Technical Release 07/16 AAF.

Acadia Accounting Ltd
Chartered Accountants
77 Woodville Drive
Marple
Stockport
SK6 7QX

0 January 1900

**Association of Port Health Authorities
Profit and Loss Account
for the year ended 31 March 2023**

	2023	2022
	£	£
Turnover	69,438	59,384
Other income	2,236	978
Gross profit	<u>71,674</u>	<u>60,362</u>
Staff costs	(1,198)	(91)
Other charges	(60,760)	(56,633)
Profit before taxation	<u>9,716</u>	<u>3,638</u>
Profit	<u>9,716</u>	<u>3,638</u>

Association of Port Health Authorities
Registered number: 02346876
Balance Sheet
as at 31 March 2023

	2023	2022
	£	£
Current assets	215,805	228,706
Creditors: amounts falling due within one year	<u>(4,721)</u>	<u>(16,401)</u>
Net current assets	<u>211,084</u>	<u>212,305</u>
Total assets less current liabilities	211,084	212,305
Accruals and deferred income	<u>(39,298)</u>	<u>(50,235)</u>
Net assets	<u>171,786</u>	<u>162,070</u>
Capital and reserves	<u>171,786</u>	<u>162,070</u>
	Number	Number
Average number of employees	<u>0</u>	<u>0</u>

The company is a private company limited by shares and incorporated in England. Its registered office is 225 Hale Road, Hale, Cheshire, WA15 8DN.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

0

Director
Approved by the board on 0 January 1900

**Association of Port Health Authorities
Detailed profit and loss account items
for the year ended 31 March 2023**

This schedule does not form part of the statutory accounts

	2023	2022
	£	£
Sales		
Sales	<u>69,438</u>	<u>59,384</u>
Other income		
Interest receivable	<u>2,236</u>	<u>978</u>
Staff costs		
Travel and subsistence	<u>1,198</u>	<u>91</u>
Other charges		
General administrative expenses:		
Postage	34	501
Stationery and printing	-	20
Bank charges	102	154
Software	6,600	6,050
Sundry expenses	36	-
	<u>6,772</u>	<u>6,725</u>
Legal and professional costs:		
Accountancy fees	4,398	4,810
Consultancy fees	40,420	41,974
	<u>44,818</u>	<u>46,784</u>
Other		
Other direct costs	9,170	3,124
	<u>9,170</u>	<u>3,124</u>
	<u>60,760</u>	<u>56,633</u>

Association of Port Health Authorities
Detailed balance sheet items
as at 31 March 2023

This schedule does not form part of the statutory accounts and should NOT be sent to HMRC

	2023	2022
	£	£
Current assets		
Trade debtors	14,318	29,142
Cash at bank and in hand	201,487	199,564
	<u>215,805</u>	<u>228,706</u>
Creditors: amounts falling due within one year		
Trade creditors	1,102	6,814
Other taxes and social security costs	3,619	9,587
	<u>4,721</u>	<u>16,401</u>
Accruals and deferred income		
Accruals	<u>39,298</u>	<u>50,235</u>
Capital and reserves		
Profit and loss account	<u>171,786</u>	<u>162,070</u>
Profit and loss account		
Brought forward	162,070	158,432
Profit	9,716	3,638
	<u>171,786</u>	<u>162,070</u>

Registered number
02346876

Association of Port Health Authorities

Unaudited Filleted Accounts

31 March 2023

Association of Port Health Authorities
Registered number: 02346876
Balance Sheet
as at 31 March 2023

	2023	2022
	£	£
Current assets	215,805	228,706
Creditors: amounts falling due within one year	<u>(4,721)</u>	<u>(16,401)</u>
Net current assets	<u>211,084</u>	<u>212,305</u>
Total assets less current liabilities	211,084	212,305
Accruals and deferred income	<u>(39,298)</u>	<u>(50,235)</u>
Net assets	<u>171,786</u>	<u>162,070</u>
Capital and reserves	<u>171,786</u>	<u>162,070</u>
	Number	Number
Average number of employees	<u>0</u>	<u>0</u>

The company is a private company limited by shares and incorporated in England. Its registered office is 225 Hale Road, Hale, Cheshire, WA15 8DN.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

0

Director

Approved by the board on 0 January 1900

Profit and Loss

Association of Port Health Authorities

For the year ended 31 March 2023

<u>Account</u>	<u>2023</u>	<u>2022</u>
Turnover		
AGM	1,340.01	0.00
Handbook advertising	2,787.50	5.00
Handbook sales	77.00	0.00
Interest Income	2,235.71	977.54
Other Revenue	19.00	152.00
Sponsorship	2,161.67	2,000.00
Subscriptions income	53,597.43	48,119.12
Training income	9,455.00	9,108.00
Total Turnover	71,673.32	60,361.66
Cost of Sales		
AGM - costs	1,945.00	0.00
Expenses for training events	520.53	0.00
Handbook design and printing	4,602.24	0.00
Refreshments for training events	501.73	0.00
Speaker Fees	1,600.00	3,124.19
Total Cost of Sales	9,169.50	3,124.19
Gross Profit	62,503.82	57,237.47
Administrative Costs		
Audit & Accountancy fees	4,398.00	0.00
Bank Fees	102.00	154.19
Executive officer fees	40,420.00	41,973.78
Finance & admin support	0.00	4,810.00
General Expenses	36.27	0.00
IT Software and Consumables	6,600.00	6,050.00
Postage, Freight & Courier	34.29	500.72
Printing & Stationery	0.00	20.31
Travel - National	1,197.82	90.50
Total Administrative Costs	52,788.38	53,599.50
Operating Profit	9,715.44	3,637.97
Profit on Ordinary Activities Before Taxation	9,715.44	3,637.97
Profit after Taxation	9,715.44	3,637.97

Profit and Loss

Association of Port Health Authorities

For the month ended 31 March 2023

Account	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Year to date
Turnover													
AGM	0.00	0.00	0.00	0.00	0.00	0.00	60.00	1,120.01	160.00	0.00	0.00	0.00	1,340.01
Handbook advertising	0.00	2,787.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,787.50
Handbook sales	0.00	15.00	15.00	5.00	7.00	5.00	0.00	0.00	0.00	0.00	30.00	0.00	77.00
Interest Income	18.89	23.62	38.06	59.51	61.91	57.91	1,559.63	72.52	91.22	98.15	82.86	71.43	2,235.71
Other Revenue	0.00	5.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	19.00
Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,161.67	0.00	1,000.00	0.00	0.00	2,161.67
Subscriptions income	49,823.93	2,358.00	392.04	0.00	705.83	0.00	317.63	0.00	0.00	0.00	500.00	(500.00)	53,597.43
Training income	3,610.00	1,395.00	1,495.00	45.00	0.00	765.00	1,370.00	0.00	0.00	150.00	575.00	50.00	9,455.00
Total Turnover	53,452.82	6,584.12	1,940.10	111.51	774.74	827.91	3,307.26	2,354.20	251.22	1,248.15	1,199.86	(378.57)	71,673.32
Cost of Sales													
AGM - costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,460.00	0.00	0.00	485.00	0.00	1,945.00
Expenses for training events	0.00	114.75	0.00	130.00	0.00	0.00	158.75	18.88	70.65	0.00	27.50	0.00	520.53
Handbook design and printing	4,602.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,602.24
Refreshments for training events	79.23	0.00	0.00	76.42	0.00	0.00	0.00	81.33	0.00	0.00	264.75	0.00	501.73
Speaker Fees	250.00	550.00	250.00	0.00	0.00	250.00	300.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Total Cost of Sales	4,931.47	664.75	250.00	206.42	0.00	250.00	458.75	1,560.21	70.65	0.00	777.25	0.00	9,169.50
Gross Profit	48,521.35	5,919.37	1,690.10	(94.91)	774.74	577.91	2,848.51	793.99	180.57	1,248.15	422.61	(378.57)	62,503.82
Administrative Costs													
Audit & Accountancy fees	0.00	0.00	0.00	0.00	1,464.00	366.00	366.00	366.00	366.00	366.00	368.00	736.00	4,398.00
Bank Fees	8.00	14.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	16.00	102.00
Executive officer fees	0.00	1,600.00	4,000.00	1,600.00	4,000.00	0.00	8,060.00	0.00	8,280.00	4,600.00	1,840.00	6,440.00	40,420.00
General Expenses	23.27	0.00	0.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.27
IT Software and Consumables	0.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	1,100.00	6,600.00
Postage, Freight & Courier	0.00	0.00	(5.00)	0.00	0.00	39.29	0.00	0.00	0.00	0.00	0.00	0.00	34.29
Travel - National	226.60	0.00	0.00	249.96	0.00	0.00	0.00	269.75	451.51	0.00	0.00	0.00	1,197.82
Total Administrative Costs	257.87	2,164.00	4,553.00	2,420.96	6,022.00	963.29	8,984.00	1,193.75	9,655.51	5,524.00	2,758.00	8,292.00	52,788.38
Operating Profit	48,263.48	3,755.37	(2,862.90)	(2,515.87)	(5,247.26)	(385.38)	(6,135.49)	(399.76)	(9,474.94)	(4,275.85)	(2,335.39)	(8,670.57)	9,715.44
Profit on Ordinary Activities Before	48,263.48	3,755.37	(2,862.90)	(2,515.87)	(5,247.26)	(385.38)	(6,135.49)	(399.76)	(9,474.94)	(4,275.85)	(2,335.39)	(8,670.57)	9,715.44
Profit after Taxation	48,263.48	3,755.37	(2,862.90)	(2,515.87)	(5,247.26)	(385.38)	(6,135.49)	(399.76)	(9,474.94)	(4,275.85)	(2,335.39)	(8,670.57)	9,715.44

Balance Sheet

Association of Port Health Authorities

As at 31 March 2023

Account	31 Mar 2023
Current Assets	
Cash at bank and in hand	
Aldermore Deposit account	45,313.67
HSBC Current account	33,455.32
UTB 100 day Deposit	122,717.79
Total Cash at bank and in hand	201,486.78
Accounts Receivable	14,317.74
Total Current Assets	215,804.52
Creditors: amounts falling due within one year	
Accounts Payable	1,101.60
Accruals	39,298.13
Rounding	(0.01)
VAT	3,618.94
Total Creditors: amounts falling due within one y	44,018.66
Net Current Assets (Liabilities)	171,785.86
Total Assets less Current Liabilities	171,785.86
Net Assets	171,785.86
Capital and Reserves	
Current Year Earnings	9,715.44
Retained Earnings	162,070.42
Total Capital and Reserves	171,785.86

Aged Receivables Summary

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aberdeen City Council	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Aberdeenshire Council	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Ashford Borough Council	1,414.80	0.00	0.00	0.00	0.00	0.00	1,414.80
Bermuda Government	0.00	182.38	0.00	0.00	0.00	0.00	182.38
Borough Council of King	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Bristol City Council	530.45	0.00	0.00	0.00	0.00	0.00	530.45
Causeway Coast & Cliffs	0.00	470.45	0.00	0.00	0.00	0.00	470.45
Colchester BC	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Comhairle nan Eilean Siar	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Derry City and Strabane	0.00	180.00	0.00	0.00	0.00	0.00	180.00
Dorset Council	1,414.80	0.00	0.00	0.00	0.00	0.00	1,414.80
Dublin Port Health	571.73	0.00	0.00	0.00	0.00	0.00	571.73
Plymouth City Council	1,414.80	0.00	0.00	0.00	0.00	0.00	1,414.80
RAF Medical Service	0.00	1,143.46	0.00	0.00	0.00	0.00	1,143.46
Royal Navy	1,143.46	0.00	0.00	0.00	0.00	0.00	1,143.46
Seafish Industry Authority	1,143.46	0.00	0.00	0.00	0.00	0.00	1,143.46
Shetland Council	470.45	0.00	0.00	0.00	0.00	0.00	470.45
States of Guernsey	470.45	0.00	0.00	0.00	0.00	0.00	470.45
Swansea Bay Port Health	0.00	1,414.80	0.00	0.00	0.00	0.00	1,414.80
Total	10,926.65	3,391.09	0.00	0.00	0.00	0.00	14,317.74

Aged Payables Summary

Contact	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables						
Lansdowne Publishing	1,101.60	0.00	0.00	0.00	0.00	1,101.60
Total Aged Payable	1,101.60	0.00	0.00	0.00	0.00	1,101.60
Total	1,101.60	0.00	0.00	0.00	0.00	1,101.60

General Ledger Detail

For the period 1 April 2022 to 31 March 2023

Date	Source	Description	Reference	Debit	Credit
Income					
AGM					
18 Oct 2022	Receivable Invoice	Falkirk Council - John Laird accommodation at the Union Jack Club for the APHA AGM	INV-0148	0.00	60.00
14 Nov 2022	Receivable Invoice	North East Lincolnshire Council - AGM and Port Health Training Day - Union Jack Club 17/11/2022 (Neil Beeken)	420007574	0.00	40.00
14 Nov 2022	Receivable Invoice	Bournemouth, Christchurch and Poole Council - AGM and Port Health Training Day - Union Jack Club 17/11/2022 (Rakesh Budl)	002042021	0.00	160.00
14 Nov 2022	Receivable Invoice	Orkney Island Council - AGM and Port Health Training Day - Union Jack Club 17/11/202 (Sam Walker)	002042021	0.00	80.00
14 Nov 2022	Receivable Invoice	Suffolk Coastal Port Health Authority - AGM and Port Health Training Day - Union Jack Club 17/11/202 (Brenda McVO-017186)	60368911	0.00	80.00
14 Nov 2022	Receivable Invoice	Ashford Borough Council - AGM and Port Health Training Day - Union Jack Club 17/11/2022 (Gillian McIvor)	HW00138	0.00	40.00
14 Nov 2022	Receivable Invoice	Manchester PHA - AGM and Port Health Training Day - Union Jack Club 17/11/2022 (Lynette Crossley)	Lynette Cros	0.00	40.00
14 Nov 2022	Receivable Invoice	Crawley Brough Council - AGM and Port Health Training Day - Union Jack Club 17/11/2022 (Kelvin North)	KGN/10/11/2	0.00	120.00
14 Nov 2022	Receivable Invoice	Bristol City Council - AGM and Port Health Training Day - Union Jack Club 17/11/202 (Dan Wilmott)	60368911	0.00	80.00
14 Nov 2022	Receivable Invoice	Eville and Jones GB Ltd - AGM and Port Health Training Day - Union Jack Club 17/11/202 (Jaroslava Vazanova)	Jaroslava Vaz	0.00	300.00
14 Nov 2022	Receivable Invoice	Dover District Council - AGM and Port Health Training Day - Union Jack Club 17/11/202 (Bev Edmondson)	DC0000600	0.00	80.00
16 Nov 2022	Receivable Invoice	Manchester PHA - Andrea Smith accommodation at the Union Jack Club for the APHA AGM	INV-0160	0.00	60.00
21 Nov 2022	Receivable Invoice	London Borough of Hillingdon - AGM and Port Health Training Day - Union Jack Club, 17/11/2022 (Sylvia Hodroge)	349486	0.00	40.00
21 Nov 2022	Payable Credit Note	Gary Gould - Catering	1046	0.00	0.01
05 Dec 2022	Receivable Invoice	City of London - AGM and Port Health Training Day - Union Jack Club 17/11/202 (William Higgon)	988806	0.00	40.00
05 Dec 2022	Receivable Invoice	Portsmouth City Council - AGM and Port Health Training Day - Union Jack Club 17/11/202 (John Skinner, Gavin P)	3026278	0.00	120.00
	Total AGM			0.00	1,340.01
	Net movement			0.00	1,340.01
Handbook					
11 May 2022	Receivable Invoice	Lansdowne Publishing - 50% of the advertising revenue for the APHA Handbook 2022/23	INV-0105	0.00	2,787.50
	Total Handbook advertising			0.00	2,787.50
	Net movement			0.00	2,787.50
Handbook					
10 May 2022	Receivable Invoice	Bristol City Council - APHA Handbooks 2022/23	60358565	0.00	15.00
14 Jun 2022	Receivable Invoice	Bristol City Council - APHA Handbook 2022/23	60360161	0.00	15.00
11 Jul 2022	Receivable Invoice	South Bank Marine Limited - APHA Handbook 2022/23	Lorna Kaye	0.00	5.00
25 Aug 2022	Receivable Invoice	South Bank Marine Limited - APHA Handbook	PO 9240	0.00	5.00
25 Aug 2022	Receivable Invoice	South Bank Marine Limited - Delivery	PO 9240	0.00	2.00
29 Sep 2022	Receivable Invoice	Trade Facilitation Consulting Ltd - APHA Handbook 2022/23	Andrew Grai	0.00	5.00
15 Feb 2023	Receivable Invoice	FWEM - APHA Handbook 2022/23	Dr Sandra L	0.00	30.00
	Total Handbook sales			0.00	77.00
	Net movement			0.00	77.00
Interest					
04 Apr 2022	Receive Money	Aldermore		0.00	18.89
04 May 2022	Receive Money	Aldermore		0.00	23.62
01 Jun 2022	Receive Money	Aldermore		0.00	38.06
04 Jul 2022	Receive Money	Aldermore		0.00	59.51
04 Aug 2022	Receive Money	Aldermore		0.00	61.91
02 Sep 2022	Receive Money	Aldermore - Interest received		0.00	57.91
04 Oct 2022	Receive Money	Aldermore - Interest received		0.00	72.81
31 Oct 2022	Receive Money	United Trust Bank - Interest received		0.00	1,486.82
04 Nov 2022	Receive Money	Aldermore - Interest received		0.00	72.52
02 Dec 2022	Receive Money	Aldermore - Interest received		0.00	91.22
04 Jan 2023	Receive Money	Aldermore - Interest received		0.00	98.15
03 Feb 2023	Receive Money	Aldermore - Interest received		0.00	82.86
03 Mar 2023	Receive Money	Aldermore - Interest received		0.00	71.43
	Total Interest Income			0.00	2,235.71
	Net movement			0.00	2,235.71
Other					

10 May 2022	Receivable Invoice	Bristol City Council - Postage and packing	60358565	0.00	5.00
11 Jul 2022	Receivable Invoice	South Bank Marine Limited - Delivery	Lorna Kaye	0.00	2.00
15 Feb 2023	Receivable Invoice	FWEM - Postage	Dr Sandra L:	0.00	12.00
Total Other Revenue				0.00	19.00
Net movement				0.00	19.00

Sponsorship

10 Nov 2022	Receivable Invoice	BASF plc - Sponsorship of APHA AGM and Training Day - Room Hire	INV-0149	0.00	450.00
10 Nov 2022	Receivable Invoice	BASF plc - Sponsorship of APHA AGM and Training Day - Projection Hire	INV-0149	0.00	120.00
22 Nov 2022	Receivable Invoice	BASF plc - Car parking at the APHA AGM	INV-0163	0.00	15.00
22 Nov 2022	Receivable Invoice	RHE Global - APHA AGM & Training Day Sponsorship	INV-0162	0.00	576.67
25 Jan 2023	Receivable Invoice	RHE Global - Sponsorship of APHA Newsletter for 1 year - 1 Dec 22to 30 Nov 23	Jonathan Wi	0.00	1,000.00
Total Sponsorship				0.00	2,161.67
Net movement				0.00	2,161.67

Subscriptions

01 Apr 2022	Manual Journal	Reversal: Prepaid income at 31/3/2022 - Prepaid income at 31/3/2022	#554	0.00	43,539.77
07 Apr 2022	Receivable Invoice	River Tees PHA - Corporate Membership of the Association of Port Health Authorities for the year 2022/23 (10% c 8149567		0.00	1,179.00
07 Apr 2022	Receivable Invoice	City of London - Corporate Membership of the Association of Port Health Authorities for the year 2022/23 (10% dis 966748		0.00	1,179.00
14 Apr 2022	Receivable Invoice	North Ayrshire Council - PLaN Membership of the Association of Port Health Authorities for the year 2022/23 (10% 000138541		0.00	392.04
14 Apr 2022	Receivable Invoice	Newport City Council - PLaN Membership of the Association of Port Health Authorities for the year 2022/23 (10% d 700178858		0.00	392.04
14 Apr 2022	Receivable Invoice	Shetland Council - PLaN Membership of the Association of Port Health Authorities for the year 2022/23 (10% disc 501012189		0.00	392.04
19 Apr 2022	Receivable Invoice	North East Lincolnshire Council - Corporate Membership of the Association of Port Health Authorities for the year :420000162		0.00	1,179.00
20 Apr 2022	Receivable Invoice	Portsmouth City Council - Corporate Membership of the Association of Port Health Authorities for the year 2022/23 PO 3017400		0.00	1,179.00
20 Apr 2022	Receivable Invoice	Aberdeen City Council - PLaN Membership of the Association of Port Health Authorities for the year 2022/23 (10% A651553		0.00	392.04
12 May 2022	Receivable Invoice	London Borough of Hillingdon - Corporate Membership of the Association of Port Health Authorities for the year 20:344072		0.00	1,179.00
30 May 2022	Receivable Invoice	Manchester City Council - Corporate Membership of the Association of Port Health Authorities for the year 2022/23 4101045680		0.00	1,179.00
01 Jun 2022	Receivable Invoice	Causeway Coast & Glens Borough Council - PLaN Membership of the Association of Port Health Authorities for th 24130512		0.00	392.04
08 Aug 2022	Receivable Invoice	Fera Science Ltd - Associate Membership of the Association of Port Health Authorities for the year 2022/23 Barry Hilton		0.00	705.83
05 Oct 2022	Receivable Invoice	Bermuda Government - Internation Membership of the Association of Port Health Authorities for the year 2022/23 (Martin Walk		0.00	317.63
13 Feb 2023	Receivable Invoice	Bermuda Government - International Membership of the Association of Port Health Authorities for the year 2023/2: INV-0171		0.00	500.00
01 Mar 2023	Receivable Invoice	Lewes District Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (LCSP01483:		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Portsmouth City Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 3030548		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Isle of Man - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 980337		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Causeway Coast & Glens Borough Council - PLaN Membership of the Association of Port Health Authorities for th 24141370		0.00	392.04
01 Mar 2023	Receivable Invoice	Fife Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 010298630		0.00	1,179.00
01 Mar 2023	Receivable Invoice	RAF Medical Services - Associate Membership of the Association of Port Health Authorities for the year 2023/24 (INV-0186		0.00	952.88
01 Mar 2023	Receivable Invoice	Derry City and Strabane District Council - Corporate Membership of the Association of Port Health Authorities for th PO 79934		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Hull & Goole Port Health Authority - Corporate Membership of the Association of Port Health Authorities for the year 04112		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Boston Borough Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (1C9000782		0.00	392.04
01 Mar 2023	Receivable Invoice	The City of Edinburgh Council - Corporate Membership of the Association of Port Health Authorities for the year 20 2666411		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Swansea Bay Port Health Authority - Corporate Membership of the Association of Port Health Authorities for the ye PH010323		0.00	1,179.00
01 Mar 2023	Receivable Invoice	Falklands Government - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% INV-0181		0.00	392.04
01 Mar 2023	Receivable Invoice	Mid and East Antrim Borough Council - PLaN Membership of the Association of Port Health Authorities for the year PO0001695		0.00	392.04
01 Mar 2023	Receivable Invoice	Southampton City Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/ 20071993		0.00	1,179.00
02 Mar 2023	Receivable Invoice	Borough Council of King's Lynn and West Norfolk - PLaN Membership of the Association of Port Health Authorities: 6020808		0.00	392.04
02 Mar 2023	Receivable Invoice	North West Leicestershire District Council - Corporate Membership of the Association of Port Health Authorities fo INV-0195		0.00	1,179.00
02 Mar 2023	Receivable Invoice	Tendring District Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (1CEN255560		0.00	392.04
06 Mar 2023	Receivable Invoice	Adur District Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% di PO1009565		0.00	392.04
06 Mar 2023	Receivable Invoice	Dover District Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (DC0000689:		0.00	1,179.00

06 Mar 2023	Receivable Invoice	Stroud District Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% 5060316	0.00	392.04
06 Mar 2023	Receivable Invoice	Dublin Port Health - International Membership of the Association of Port Health Authorities for the year 2023/24 (113561	0.00	571.73
07 Mar 2023	Receivable Invoice	Uttlesford District Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (000029383	0.00	1,179.00
07 Mar 2023	Receivable Invoice	Falkirk Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 403005879	0.00	1,179.00
07 Mar 2023	Receivable Invoice	Great Yarmouth Borough Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (000439271	0.00	1,179.00
08 Mar 2023	Receivable Invoice	South Cambridge District Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% PO027539	0.00	392.04
08 Mar 2023	Receivable Invoice	Antrim and Newtownabbey Borough Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% PO00035114	0.00	392.04
09 Mar 2023	Receivable Invoice	Aberdeenshire Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% OP1629051	0.00	392.04
09 Mar 2023	Receivable Invoice	Dundee City Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (11AVEV01106	0.00	1,179.00
13 Mar 2023	Receivable Invoice	Plymouth City Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (11PLY054085	0.00	1,179.00
14 Mar 2023	Receivable Invoice	Bristol City Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% dis 60377668	0.00	392.04
14 Mar 2023	Receivable Invoice	Orkney Island Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% 002049084	0.00	392.04
16 Mar 2023	Receivable Invoice	Royal Navy - Associate Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc INV-0211	0.00	952.88
20 Mar 2023	Receivable Invoice	Aberdeen City Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% A698166	0.00	392.04
20 Mar 2023	Receivable Invoice	Ashford Borough Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% HW00196	0.00	1,179.00
20 Mar 2023	Receivable Invoice	Luton Borough Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% POCL 0052E	0.00	392.04
20 Mar 2023	Receivable Invoice	Dorset Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 4500449686	0.00	1,179.00
20 Mar 2023	Receivable Invoice	North Tyneside Council - Corporate Membership of the Association of Port Health Authorities for the year 2023/24 (10% 1200718	0.00	1,179.00
22 Mar 2023	Receivable Invoice	Comhairle nan Eilean Siar - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% PO287401	0.00	392.04
22 Mar 2023	Receivable Invoice	Colchester BC - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc P/O 5099	0.00	392.04
27 Mar 2023	Receivable Invoice	Seafish Industry Authority - Associate Membership of the Association of Port Health Authorities for the year 2023/24 (10% SEA-10622	0.00	952.88
27 Mar 2023	Receivable Invoice	States of Guernsey - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 3500165143	0.00	392.04
27 Mar 2023	Receivable Invoice	Shetland Council - PLaN Membership of the Association of Port Health Authorities for the year 2023/24 (10% disc 501012375	0.00	392.04
31 Mar 2023	Manual Journal	Prepaid income at 31/3/2023 - Prepaid income at 31/3/2023	#1499	33,780.13
Total Subscriptions income			33,780.13	87,377.56
Net movement			0.00	53,597.43

Training

01 Apr 2022	Manual Journal	Reversal: Prepaid income at 31/3/2022 - Prepaid income at 31/3/2022	#554	0.00	885.00
04 Apr 2022	Receivable Invoice	Shetland Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 2 209001987		0.00	90.00
04 Apr 2022	Receivable Invoice	Cornwall Port Health Authority - Webinar - Introduction to Ship Sanitation Certificates and the International Health P500000099		0.00	270.00
14 Apr 2022	Receivable Invoice	Bournemouth, Christchurch and Poole Council - APHA Practical Ship Inspection Training - Portsmouth: 20/05/202 BCP195880		0.00	600.00
14 Apr 2022	Receivable Invoice	Royal Navy - APHA Practical Ship Inspection Training - Portsmouth: 20/05/2022 (Peter McMillan)	TAFMIS REI	0.00	450.00
14 Apr 2022	Receivable Invoice	Falklands Government - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations INV-0080		0.00	90.00
14 Apr 2022	Receivable Invoice	North Tyneside Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 1186762		0.00	45.00
14 Apr 2022	Receivable Invoice	Newport City Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 700177897		0.00	90.00
14 Apr 2022	Receivable Invoice	Portsmouth City Council - APHA Practical Ship Inspection Training - Portsmouth: 20/05/2022 (John Skinner, Karen PO3005791		0.00	240.00
14 Apr 2022	Receivable Invoice	Dorset Council - APHA Practical Ship Inspection Training - Portsmouth: 20/05/2022 (Laura Brewer, Andy Goold, E4500431473		0.00	320.00
26 Apr 2022	Receivable Invoice	Arun District Council - APHA Practical Ship Inspection Training - Portsmouth: 20/05/2022 (Kate Giddings and Caro PO424443		0.00	450.00
26 Apr 2022	Receivable Invoice	Southampton City Council - APHA Practical Ship Inspection Training - Portsmouth: 20/05/2022 (Helen Gilbert)	20057293	0.00	80.00
03 May 2022	Receivable Invoice	City of London - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 200 P/O 968581		0.00	45.00
03 May 2022	Receivable Invoice	The City of Edinburgh Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations F2565188		0.00	90.00
03 May 2022	Receivable Invoice	Rufus Redsell - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 200 INV-0095		0.00	45.00
03 May 2022	Receivable Invoice	Dumfries and Galloway Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 0000107700		0.00	45.00
03 May 2022	Receivable Invoice	Colchester BC - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 200 2748		0.00	180.00
03 May 2022	Receivable Invoice	State of Jersey - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 200 PO0037491		0.00	45.00
03 May 2022	Receivable Invoice	Teignbridge District Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations WF100879		0.00	135.00
03 May 2022	Receivable Invoice	Stroud District Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 5057163		0.00	90.00
03 May 2022	Receivable Invoice	Flintshire County Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations PO1319604		0.00	90.00
03 May 2022	Receivable Invoice	Newport City Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 700179572		0.00	270.00

03 May 2022	Receivable Invoice	Fife Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 2005: PO1020378	0.00	90.00	
04 May 2022	Receivable Invoice	North Ayrshire Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 000139643	0.00	90.00	
12 May 2022	Receivable Invoice	Comhairle nan Eilean Siar - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 3004 1242	0.00	180.00	
14 Jun 2022	Receivable Invoice	Aberdeenshire Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations OP1538143	0.00	90.00	
14 Jun 2022	Receivable Invoice	Allerdale Borough Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations PO1000055	0.00	135.00	
14 Jun 2022	Receivable Invoice	Dorset Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 214500434652	0.00	45.00	
14 Jun 2022	Receivable Invoice	Bournemouth, Christchurch and Poole Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations BCP200692	0.00	90.00	
14 Jun 2022	Receivable Invoice	Allerdale Borough Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations PO1000046	0.00	135.00	
14 Jun 2022	Receivable Invoice	Aberdeen City Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations A663633	0.00	180.00	
14 Jun 2022	Receivable Invoice	Lewes District Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations LCSP0948	0.00	180.00	
14 Jun 2022	Receivable Invoice	Moray Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 201INV-0111	0.00	270.00	
15 Jun 2022	Receivable Invoice	Isle of Anglesey County Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations PRD020836	0.00	45.00	
15 Jun 2022	Receivable Invoice	Isle of Anglesey County Council - Theory and Legislation Ship Sanitation Inspections in Newport 08/07/2022 (Simon PRD020836	0.00	100.00	
20 Jun 2022	Receivable Invoice	Vale of Glamorgan - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 5102184	0.00	45.00	
27 Jun 2022	Receivable Invoice	Belfast City Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 20347	0.00	180.00	
04 Jul 2022	Receivable Invoice	City of London - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 201976010	0.00	45.00	
20 Sep 2022	Receivable Invoice	Lewes District Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations LCSP01297	0.00	45.00	
20 Sep 2022	Receivable Invoice	State of Jersey - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 201Business Un	0.00	45.00	
20 Sep 2022	Receivable Invoice	City of London - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 200 980675	0.00	45.00	
20 Sep 2022	Receivable Invoice	Aberdeenshire Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations OP 1563113	0.00	90.00	
20 Sep 2022	Receivable Invoice	Fife Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 2005: PO1023564	0.00	45.00	
20 Sep 2022	Receivable Invoice	Suffolk Coastal Port Health Authority - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations HVO-015857	0.00	45.00	
20 Sep 2022	Receivable Invoice	Dover District Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations DC0000563	0.00	270.00	
20 Sep 2022	Receivable Invoice	Fife Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 2005: PO1023911	0.00	45.00	
20 Sep 2022	Receivable Invoice	Medway Council - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 21300379303	0.00	90.00	
21 Sep 2022	Receivable Invoice	Suffolk Coastal Port Health Authority - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations HVO-014179	0.00	45.00	
03 Oct 2022	Receivable Invoice	Vale of Glamorgan - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 5105830	0.00	135.00	
11 Oct 2022	Receivable Invoice	Vale of Glamorgan - Webinar - Introduction to Ship Sanitation Certificates and the International Health Regulations 5106124	0.00	135.00	
18 Oct 2022	Receivable Invoice	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Harry Tice)	5102082	0.00	100.00
18 Oct 2022	Receivable Invoice	Dorset Council - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Michael Hale)	4500440579	0.00	100.00
18 Oct 2022	Receivable Invoice	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Angela Coles)	5105806	0.00	100.00
18 Oct 2022	Receivable Invoice	Swansea Bay Port Health Authority - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Hannah Skir Rhys Harries)	5105830	0.00	600.00
18 Oct 2022	Receivable Invoice	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Joseph Gibbons)	5105830	0.00	100.00
18 Oct 2022	Receivable Invoice	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Owain Williams)	5102081	0.00	100.00
24 Nov 2022	Receivable Invoice	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Judith Loyns)	5102081	0.00	200.00
28 Nov 2022	Receivable Credit Note	Vale of Glamorgan - APHA Practical Ship Inspection Training - Newport; 20/10/2022 (Judith Loyns)	5102081	200.00	0.00
23 Jan 2023	Receivable Invoice	Newport City Council - APHA Port Health Training Course Civic Centre 12 May 2022	700189357	0.00	150.00
27 Feb 2023	Receivable Invoice	Mid and East Antrim Borough Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/202 16111		0.00	50.00
27 Feb 2023	Receivable Invoice	Causeway Coast & Glens Borough Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/202 24140335		0.00	150.00
27 Feb 2023	Receivable Invoice	Newry Mourne & Down District Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/202 0.NMD14641		0.00	75.00
27 Feb 2023	Receivable Invoice	Derry City and Strabane District Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/202 79926		0.00	150.00
27 Feb 2023	Receivable Invoice	Belfast City Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/2023 (Catherine Trenc 3500311593		0.00	150.00
07 Mar 2023	Receivable Invoice	Bristol City Council - APHA Ships Potable Water Inspection and Sampling - Belfast - 22/02/2023 (Dan Wilmott)	60377166	0.00	50.00
Total Training income			200.00	9,655.00	
Net movement			0.00	9,455.00	

Expenditure

AGM - costs

21 Nov 2022	Payable Invoice	Gary Gould - APHA AGM and Training Day - flat additional payment	1046	30.00	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Gasgoine suite hire	1046	450.00	0.00

21 Nov 2022	Payable Invoice	Gary Gould - Catering	1046	980.00	0.00
13 Feb 2023	Payable Invoice	Gary Gould - Gasgoine Suite 2023 AGM	1059	485.00	0.00
Total AGM - costs				1,945.00	0.00
Net movement				1,945.00	0.00

Audit & Accountancy fees

01 Aug 2022	Payable Invoice	Lansdowne Publishing - Accounts services April, May, June and July	1029	1,344.00	0.00
01 Aug 2022	Payable Invoice	Lansdowne Publishing - Xero licence April, May, June and July	1029	120.00	0.00
01 Sep 2022	Payable Invoice	Lansdowne Publishing - Accounts services August	1035	336.00	0.00
01 Sep 2022	Payable Invoice	Lansdowne Publishing - Xero licence August	1035	30.00	0.00
01 Oct 2022	Payable Invoice	Lansdowne Publishing - Accounts services September	1039	336.00	0.00
01 Oct 2022	Payable Invoice	Lansdowne Publishing - Xero licence	1039	30.00	0.00
01 Nov 2022	Payable Invoice	Lansdowne Publishing - Accounts services	1043	336.00	0.00
01 Nov 2022	Payable Invoice	Lansdowne Publishing - xero licence	1043	30.00	0.00
01 Dec 2022	Payable Invoice	Lansdowne Publishing - Accounts services	1050	336.00	0.00
01 Dec 2022	Payable Invoice	Lansdowne Publishing - xero licence	1050	30.00	0.00
01 Jan 2023	Payable Invoice	Lansdowne Publishing - Accounts services	1053	336.00	0.00
01 Jan 2023	Payable Invoice	Lansdowne Publishing - xero licence	1053	30.00	0.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Accounts services	1058	336.00	0.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Xero services	1058	32.00	0.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Account services	1062	336.00	0.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Xero licence	1062	32.00	0.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end	#1501	368.00	0.00
Total Audit & Accountancy fees				4,398.00	0.00
Net movement				4,398.00	0.00

Bank Fees

30 Apr 2022	Spend Money	HSBC		8.00	0.00
23 May 2022	Spend Money	HSBC		6.00	0.00
30 May 2022	Spend Money	HSBC		8.00	0.00
30 Jun 2022	Spend Money	HSBC		8.00	0.00
30 Jul 2022	Spend Money	HSBC		8.00	0.00
30 Aug 2022	Spend Money	HSBC		8.00	0.00
30 Sep 2022	Spend Money	HSBC		8.00	0.00
30 Oct 2022	Spend Money	HSBC		8.00	0.00
30 Nov 2022	Spend Money	HSBC		8.00	0.00
30 Dec 2022	Spend Money	HSBC		8.00	0.00
30 Jan 2023	Spend Money	HSBC		8.00	0.00
02 Mar 2023	Spend Money	HSBC		8.00	0.00
30 Mar 2023	Spend Money	HSBC		8.00	0.00
Total Bank Fees				102.00	0.00
Net movement				102.00	0.00

Executive

01 Apr 2022	Manual Journal	Reversal: Accruals at year end - Accruals at year end	#737	0.00	4,000.00
15 Apr 2022	Payable Invoice	Gary Gould - APHA 04/03/2022 - 31/03/2022	1016	1,600.00	0.00
15 Apr 2022	Payable Invoice	Gary Gould - APHA hours worked in addition to that contracted 11/02/2022 - 24/03/2022 (84 hours)	1015	2,400.00	0.00
12 May 2022	Payable Invoice	Gary Gould - APHA work 01/04/22 - 28/04/22	1018	1,600.00	0.00
16 Jun 2022	Payable Invoice	Gary Gould - APHA 25/03/2022 - 26/05/2022 (84 hours)	1024	2,400.00	0.00
16 Jun 2022	Payable Invoice	Gary Gould - APHA 29/04/2022 - 26/05/2022	1023	1,600.00	0.00
13 Jul 2022	Payable Invoice	Gary Gould - APHA executive officer 27/05/2022 - 24/06/2022	1026	1,600.00	0.00
16 Aug 2022	Payable Invoice	Gary Gould - APHA executive officer - 24/06/2022 - 21/07/2022	1032	1,600.00	0.00
16 Aug 2022	Payable Invoice	Gary Gould - APHA executive officer - hours worked in addition to that contracted - 27/05/2022 - 28/07/2022	1033	2,400.00	0.00
03 Oct 2022	Payable Invoice	Gary Gould - APHA Executive Officer - 22/07/2022 - 18/08/2022	1038	1,840.00	0.00
03 Oct 2022	Payable Invoice	Gary Gould - APHA Executive Officer - 19/08/2022 - 15/09/2022	1038	1,840.00	0.00
03 Oct 2022	Payable Invoice	Gary Gould - 01/04/2022 - 21/07/2022 back pay (16 weeks @ £60 a week)	1038	960.00	0.00
31 Oct 2022	Manual Journal	Accrual for G Gould back dated fee increase billed in Nov - Accrual for G Gould back dated fee increase billed in N #1092		3,420.00	0.00
01 Nov 2022	Manual Journal	Reversal: Accrual for G Gould back dated fee increase billed in Nov - Accrual for G Gould back dated fee increase #1091		0.00	3,420.00
03 Nov 2022	Payable Invoice	Gary Gould - APHA officer supplementary fee 29/07/2022 - 22/09/2022	1045	2,760.00	0.00
03 Nov 2022	Payable Invoice	Gary Gould - 01/04/2022 - 28/07/2022 back pay (154 hours = 22 days @£30 a day)	1045	660.00	0.00
02 Dec 2022	Payable Invoice	Gary Gould - APHA Executive officer 16/09/2022 - 13/10/2022	1047	1,840.00	0.00
02 Dec 2022	Payable Invoice	Gary Gould - APHA Executive officer 14/10/2022 - 10/11/2022	1047	1,840.00	0.00

02 Dec 2022	Payable Invoice	Gary Gould - APHA Executive officer additional hours 23/09/2022 - 3/11/2022 (84 hours)	1048	2,760.00	0.00
06 Dec 2022	Payable Invoice	Gary Gould - APHA Executive officer 11/11/2022 - 08/12/2022	1051	1,840.00	0.00
16 Jan 2023	Payable Invoice	Gary Gould - APHA executive officer additional hours 04/11/2022 - 22/12/2022 (84 hours)	1056	2,760.00	0.00
16 Jan 2023	Payable Invoice	Gary Gould - APHA executive officer 03/12/2022 - 05/01/2023	1055	1,840.00	0.00
13 Feb 2023	Payable Invoice	Gary Gould - APHA Executive Officer - 06/01/2023 - 02/02/2023	1060	1,840.00	0.00
08 Mar 2023	Payable Invoice	Gary Gould - APHA Executive Officer- 03/02/2023 - 02/03/2023	1063	1,840.00	0.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end	#1501	4,600.00	0.00
Total Executive officer fees				47,840.00	7,420.00
Net movement				40,420.00	0.00

Expenses for training events

20 May 2022	Payable Invoice	David Jones - Mileage	1025	5.40	0.00
27 May 2022	Payable Invoice	John Ambrose - Expenses for training course at Portsmouth 202/05/2022	1022	109.35	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Expenses incurred delivering ships inspection workshop in portsmouth 20/05/2022 Hotel accommodation	1028	130.00	0.00
20 Oct 2022	Payable Invoice	David Jones - Rail fare Cosham to Newport return	1046	41.15	0.00
20 Oct 2022	Payable Invoice	David Jones - Senior railcard	1046	20.10	0.00
20 Oct 2022	Payable Invoice	David Jones - Car parking	1046	12.60	0.00
23 Oct 2022	Payable Invoice	John Ambrose - Home to station and return 14 miles	1042	6.30	0.00
23 Oct 2022	Payable Invoice	John Ambrose - Rail fare Manningtree to Newport and return	1042	62.60	0.00
23 Oct 2022	Payable Invoice	John Ambrose - Car Park	1042	16.00	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Subsistence - Gould	1046	18.88	0.00
07 Dec 2022	Payable Invoice	G Gould - Subsistence for travel	17/10/2022	52.50	0.00
07 Dec 2022	Payable Invoice	G Gould - Subsistence for facilitators	17/10/2022	5.45	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Subsistence	1052	5.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Subsistence	1052	2.20	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Subsistence	1052	5.50	0.00
21 Feb 2023	Payable Invoice	Gary Gould - UJC Membership	1060	27.50	0.00
Total Expenses for training events				520.53	0.00
Net movement				520.53	0.00

General

05 Apr 2022	Payable Invoice	Jane Peatey - Flowers - Gill Morgan retirement	1006	23.27	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Companies house confirmation statement	1028	13.00	0.00
Total General Expenses				36.27	0.00
Net movement				36.27	0.00

Handbook

05 Apr 2022	Payable Invoice	Lansdowne Publishing - Cost of printing 3,000 copies of the APHA Handbook	1007	2,802.24	0.00
05 Apr 2022	Payable Invoice	Lansdowne Publishing - Cost of design and setting of Handbook	1007	1,800.00	0.00
Total Handbook design and printing				4,602.24	0.00
Net movement				4,602.24	0.00

IT Software

01 Apr 2022	Manual Journal	Reversal: Accruals at year end - Accruals at year end	#737	0.00	550.00
14 Apr 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for March 2022	1012	550.00	0.00
04 May 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for April 2022	1017	550.00	0.00
03 Jun 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for May 2022	1020	550.00	0.00
03 Jul 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for June 2022	1030	550.00	0.00
01 Aug 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for July 2022	1031	550.00	0.00
01 Sep 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for August 2022	1037	550.00	0.00
04 Oct 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for September 2022	1040	550.00	0.00
03 Nov 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for October 2022	1044	550.00	0.00
01 Dec 2022	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for November 2022	1049	550.00	0.00
03 Jan 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for December 2022	1054	550.00	0.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for January 2023	1057	550.00	0.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website for February 2023	1061	550.00	0.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end	#1501	550.00	0.00
Total IT Software and Consumables				7,150.00	550.00
Net movement				6,600.00	0.00

Postage,

14 Jun 2022	Receivable Invoice	Bristol City Council - Delivery	60360161	0.00	5.00
22 Sep 2022	Payable Invoice	Gillian Morgan - Post office	1036	1.65	0.00
22 Sep 2022	Payable Invoice	Gillian Morgan - Post Office	1036	4.45	0.00
22 Sep 2022	Payable Invoice	Gillian Morgan - Post office	1036	4.45	0.00
22 Sep 2022	Payable Invoice	Gillian Morgan - Post office	1036	2.05	0.00
22 Sep 2022	Payable Invoice	Gillian Morgan - Parcel 2 Go	1036	29.19	0.00
29 Sep 2022	Receivable Invoice	Trade Facilitation Consulting Ltd - Postage	Andrew Grai	0.00	2.50
Total Postage, Freight & Courier				41.79	7.50
Net movement				34.29	0.00

Refreshmen

14 Apr 2022	Payable Invoice	Gary Gould - Subsistence for all facilitators	1009	63.28	0.00
14 Apr 2022	Payable Invoice	Gary Gould - Subsistence for all facilitators	1009	15.95	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Refreshments for facilitators	1028	57.75	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Refreshments for facilitators	1028	18.67	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Fellows dinner x 4	1046	81.33	0.00
21 Feb 2023	Payable Invoice	Gary Gould - Belfast Water Training Catering	1060	264.75	0.00
Total Refreshments for training events				501.73	0.00
Net movement				501.73	0.00

Speaker

13 Apr 2022	Payable Invoice	John Ambrose - Facilitators fee SSC Training 13/04/2022	1011	250.00	0.00
12 May 2022	Payable Invoice	John Ambrose - Facilitators fee - SSC Training 12/05/222	1019	250.00	0.00
20 May 2022	Payable Invoice	David Jones - APHA facilitator expenses for training course	1025	100.00	0.00
27 May 2022	Payable Invoice	John Ambrose - Trainers fee - virtual ship course Portsmouth 20/05/2022	1021	200.00	0.00
30 Jun 2022	Payable Invoice	John Ambrose - Facilitator's Fee SSC Training 30 June 2022	1025	250.00	0.00
20 Sep 2022	Payable Invoice	John Ambrose - Facilitator's Fee - SSC Training 20th September 2022	1034	250.00	0.00
20 Oct 2022	Payable Invoice	David Jones - Facilitator fee for training course held on 20/10/2022	1047	100.00	0.00
23 Oct 2022	Payable Invoice	John Ambrose - Trainers fee - virtual ship course Newport 20/10/2022	1041	200.00	0.00
Total Speaker Fees				1,600.00	0.00
Net movement				1,600.00	0.00

Travel -

14 Apr 2022	Payable Invoice	Gary Gould - Travel and subsistence incurred to deliver Ship inspection workshop at Walbrook Wharf London - Ret	1009	4.50	0.00
14 Apr 2022	Payable Invoice	Gary Gould - Return rail travel	1009	51.10	0.00
14 Apr 2022	Payable Invoice	Gary Gould - Attendance of Finance meeting with Lansdowne Publishing - return milage to Cophorne Hotel Manch	1008	139.50	0.00
14 Apr 2022	Payable Invoice	Gary Gould - Visits to HSBC Milton Keynes 7 x 10 miles @0.45 per mile	1010	31.50	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Expenses incurred attending finance team meeting with Lansdowne Publishing	1027	130.50	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Lunch	1027	6.96	0.00
13 Jul 2022	Payable Invoice	Gary Gould - Return milage to Portsmouth	1028	112.50	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Return rail travel to LONDON	1046	41.00	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Taxi MKC rail to home	1046	7.50	0.00
21 Nov 2022	Payable Invoice	Gary Gould - Accommodation for 3 x fellows	1046	221.25	0.00
07 Dec 2022	Payable Invoice	G Gould - Mileage to Newport	17/10/2022	112.50	0.00
07 Dec 2022	Payable Invoice	G Gould - Hotel for 3 facilitators	17/10/2022	189.96	0.00
07 Dec 2022	Payable Invoice	G Gould - Car park	17/10/2022	10.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Attendance at LPHA Anniversary - rail	1052	18.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Return mileage to station 10 miles @45p/mile	1052	4.50	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Railcard	1052	30.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - UKHSA Co design workshop - rail	1052	18.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Return mileage to station 10 miles @45p/mile	1052	4.50	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Seafish importers forum - rail	1052	14.55	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Return mileage to station 10 miles @45p/mile	1052	4.50	0.00
08 Dec 2022	Payable Invoice	Gary Gould - CIEH clay's launch - Rail	1052	18.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Return mileage to station 10 miles @45p/mile	1052	4.50	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Seafish exporters forum - rail	1052	18.00	0.00
08 Dec 2022	Payable Invoice	Gary Gould - Return mileage to station 10 miles @45p/mile	1052	4.50	0.00
Total Travel - National				1,197.82	0.00
Net movement				1,197.82	0.00

Schedule of Accruals

Costs after Year End

Lansdowne	
Accountancy fees	368.00
Website fees	550.00

G Gould - Executive fees 4,600.00

Prepaid income at year end 33,780.13 As below

39,298.13

Subscriptions income Transactions

Date	Source	Description	Reference	Credit
13 Feb 2023	Receivable Invoice	Bermuda Government - International I	INV-0171	500.00
01 Mar 2023	Receivable Invoice	RAF Medical Services - Associate Me	INV-0186	952.88
01 Mar 2023	Receivable Invoice	The City of Edinburgh Council - Corpo	2666411	1,179.00
01 Mar 2023	Receivable Invoice	Fife Council - Corporate Membership c	P010298630	1,179.00
01 Mar 2023	Receivable Invoice	Portsmouth City Council - Corporate M	3030548	1,179.00
01 Mar 2023	Receivable Invoice	Causeway Coast & Glens Borough Co	24141370	392.04
01 Mar 2023	Receivable Invoice	Isle of Man - Corporate Membership c	980337	1,179.00
01 Mar 2023	Receivable Invoice	Lewes District Council - Corporate Me	LCSP014832	1,179.00
01 Mar 2023	Receivable Invoice	Boston Borough Council - PLaN Mem	9000782	392.04
01 Mar 2023	Receivable Invoice	Mid and East Antrim Borough Council	PO00016958	392.04
01 Mar 2023	Receivable Invoice	Southampton City Council - Corporate	20071993	1,179.00
01 Mar 2023	Receivable Invoice	Falklands Government - PLaN Memb	INV-0181	392.04
01 Mar 2023	Receivable Invoice	Derry City and Strabane District Counc	PO 79934	1,179.00
01 Mar 2023	Receivable Invoice	Hull & Goole Port Health Authority - C	04112	1,179.00
01 Mar 2023	Receivable Invoice	Swansea Bay Port Health Authority - C	PH010323	1,179.00
02 Mar 2023	Receivable Invoice	Borough Council of King's Lynn and W	6020808	392.04
02 Mar 2023	Receivable Invoice	Tendring District Council - PLaN Mem	EN255560	392.04
02 Mar 2023	Receivable Invoice	North West Leicestershire District Cou	INV-0195	1,179.00
06 Mar 2023	Receivable Invoice	Adur District Council - PLaN Members	PO1009565	392.04
06 Mar 2023	Receivable Invoice	Stroud District Council - PLaN Memb	5060316	392.04
06 Mar 2023	Receivable Invoice	Dover District Council - Corporate Me	DC00006894	1,179.00
06 Mar 2023	Receivable Invoice	Dublin Port Health - International Men	3561	571.73
07 Mar 2023	Receivable Invoice	Falkirk Council - Corpote Membershi	403005879	1,179.00
07 Mar 2023	Receivable Invoice	Uttlesford District Council - Corpote	N 000029383	1,179.00
07 Mar 2023	Receivable Invoice	Great Yarmouth Borough Council - C	000439271	1,179.00
08 Mar 2023	Receivable Invoice	South Cambridge District Council - PL	PO027539	392.04
08 Mar 2023	Receivable Invoice	Antrim and Newtownabbey Borough C	PO00035114	392.04
09 Mar 2023	Receivable Invoice	Dundee City Council - Corporate Mem	AVEV011065	1,179.00
09 Mar 2023	Receivable Invoice	Aberdeenshire Council - PLaN Membe	OP1629051	392.04
13 Mar 2023	Receivable Invoice	Plymouth City Council - Corpote Men	PLY054085	1,179.00
14 Mar 2023	Receivable Invoice	Orkney Island Council - PLaN Membe	002049084	392.04
14 Mar 2023	Receivable Invoice	Bristol City Council - PLaN Membersh	60377668	392.04
16 Mar 2023	Receivable Invoice	Royal Navy - Associate Membership c	INV-0211	952.88
20 Mar 2023	Receivable Invoice	Dorset Council - Corpote Membershi	4500449686	1,179.00
20 Mar 2023	Receivable Invoice	Ashford Borough Council - Corpote M	HW00196	1,179.00
20 Mar 2023	Receivable Invoice	Aberdeen City Council - PLaN Membe	A698166	392.04
20 Mar 2023	Receivable Invoice	Luton Borough Council - PLaN Memb	POCL 005289	392.04
20 Mar 2023	Receivable Invoice	North Tyneside Council - Corporate M	1200718	1,179.00
22 Mar 2023	Receivable Invoice	Comhairle nan Eilean Siar - PLaN Me	P0287401	392.04
22 Mar 2023	Receivable Invoice	Colchester BC - PLaN Membership of	P/O 5099	392.04
27 Mar 2023	Receivable Invoice	Seafish Industry Authority - Associate	SEA-10622	952.88
27 Mar 2023	Receivable Invoice	States of Guernsey - PLaN Members	3500165143/0	392.04
27 Mar 2023	Receivable Invoice	Shetland Council - PLaN Membership	501012375	392.04
Total Subscriptions income				33,780.13

General Ledger Detail

Association of Port Health Authorities

For the period 1 January 2023 to 30 April 2023

Date	Source	Description	Reference	Debit	Credit	Running Balance
INCOME						
Handbook sales						
15 Feb 2023	Receivable Invoice	FWEM - APHA Handbook 2022/23	Dr Sandra Lai	0.00	30.00	(30.00)
	Total Handbook sales			0.00	30.00	(30.00)
	Net movement			0.00	30.00	0.00
Interest Income						
04 Jan 2023	Receive Money	Aldermore - Interest received		0.00	98.15	(98.15)
03 Feb 2023	Receive Money	Aldermore - Interest received		0.00	82.86	(181.01)
03 Mar 2023	Receive Money	Aldermore - Interest received		0.00	71.43	(252.44)
04 Apr 2023	Receive Money	Aldermore - Interest received		0.00	82.59	(335.03)
	Total Interest Income			0.00	335.03	(335.03)
	Net movement			0.00	335.03	0.00
Other Revenue						
15 Feb 2023	Receivable Invoice	FWEM - Postage	Dr Sandra Lai	0.00	12.00	(12.00)
	Total Other Revenue			0.00	12.00	(12.00)
	Net movement			0.00	12.00	0.00
Sponsorship						
25 Jan 2023	Receivable Invoice	RHE Global - Sponsorship of APHA Newsletter for 1 year - 1 Dec 22to 30 Jonathan Williams		0.00	1,000.00	(1,000.00)
	Total Sponsorship			0.00	1,000.00	(1,000.00)
	Net movement			0.00	1,000.00	0.00
Subscriptions income						
13 Feb 2023	Receivable Invoice	Bermuda Government - International Membership of the Association of P-INV-0171		0.00	500.00	(500.00)
01 Mar 2023	Receivable Invoice	Portsmouth City Council - Corporate Membership of the Association of Po 3030548		0.00	1,179.00	(1,679.00)
01 Mar 2023	Receivable Invoice	Lewes District Council - Corporate Membership of the Association of Port LCSP014832		0.00	1,179.00	(2,858.00)
01 Mar 2023	Receivable Invoice	Isle of Man - Corporate Membership of the Association of Port Health Aut 980337		0.00	1,179.00	(4,037.00)
01 Mar 2023	Receivable Invoice	Causeway Coast & Glens Borough Council - PLaN Membership of the As 24141370		0.00	392.04	(4,429.04)
01 Mar 2023	Receivable Invoice	Derry City and Strabane District Council - Corporate Membership of the As PO 79934		0.00	1,179.00	(5,608.04)
01 Mar 2023	Receivable Invoice	RAF Medical Services - Associate Membership of the Association of Port INV-0186		0.00	952.88	(6,560.92)
01 Mar 2023	Receivable Invoice	The City of Edinburgh Council - Corporate Membership of the Association 2666411		0.00	1,179.00	(7,739.92)
01 Mar 2023	Receivable Invoice	Fife Council - Corporate Membership of the Association of Port Health Aut P010298630		0.00	1,179.00	(8,918.92)
01 Mar 2023	Receivable Invoice	Swansea Bay Port Health Authority - Corporate Membership of the Associ PH010323		0.00	1,179.00	(10,097.92)
01 Mar 2023	Receivable Invoice	Hull & Goole Port Health Authority - Corporate Membership of the Associa 04112		0.00	1,179.00	(11,276.92)
01 Mar 2023	Receivable Invoice	Falklands Government - PLaN Membership of the Association of Port He: INV-0181		0.00	392.04	(11,668.96)
01 Mar 2023	Receivable Invoice	Mid and East Antrim Borough Council - PLaN Membership of the Associa PO00016958		0.00	392.04	(12,061.00)
01 Mar 2023	Receivable Invoice	Boston Borough Council - PLaN Membership of the Association of Port H 9000782		0.00	392.04	(12,453.04)
01 Mar 2023	Receivable Invoice	Southampton City Council - Corporate Membership of the Association of I 20071993		0.00	1,179.00	(13,632.04)
02 Mar 2023	Receivable Invoice	Borough Council of King's Lynn and West Norfolk - PLaN Membership of 6020808		0.00	392.04	(14,024.08)
02 Mar 2023	Receivable Invoice	North West Leicestershire District Council - Corporate Membership of the INV-0195		0.00	1,179.00	(15,203.08)
02 Mar 2023	Receivable Invoice	Tendring District Council - PLaN Membership of the Association of Port H EN255560		0.00	392.04	(15,595.12)
06 Mar 2023	Receivable Invoice	Dover District Council - Corporate Membership of the Association of Port DC00006894		0.00	1,179.00	(16,774.12)
06 Mar 2023	Receivable Invoice	Adur District Council - PLaN Membership of the Association of Port Health PO1009565		0.00	392.04	(17,166.16)
06 Mar 2023	Receivable Invoice	Stroud District Council - PLaN Membership of the Association of Port He: 5060316		0.00	392.04	(17,558.20)
06 Mar 2023	Receivable Invoice	Dublin Port Health - International Membership of the Association of Port I 3561		0.00	571.73	(18,129.93)
07 Mar 2023	Receivable Invoice	Uttlesford District Council - Corpote Membership of the Association of Pc 000029383		0.00	1,179.00	(19,308.93)
07 Mar 2023	Receivable Invoice	Falkirk Council - Corpote Membership of the Association of Port Health A 403005879		0.00	1,179.00	(20,487.93)
07 Mar 2023	Receivable Invoice	Great Yarmouth Borough Council - Corpote Membership of the Associati 000439271		0.00	1,179.00	(21,666.93)
08 Mar 2023	Receivable Invoice	South Cambridge District Council - PLaN Membership of the Association c PO027539		0.00	392.04	(22,058.97)
08 Mar 2023	Receivable Invoice	Antrim and Newtownabbey Borough Council - PLaN Membership of the A: PO00035114		0.00	392.04	(22,451.01)
09 Mar 2023	Receivable Invoice	Aberdeenshire Council - PLaN Membership of the Association of Port Hea OP1629051		0.00	392.04	(22,843.05)
09 Mar 2023	Receivable Invoice	Dundee City Council - Corporate Membership of the Association of Port I AVEV011065		0.00	1,179.00	(24,022.05)
13 Mar 2023	Receivable Invoice	Plymouth City Council - Corpote Membership of the Association of Port I PLY054085		0.00	1,179.00	(25,201.05)
14 Mar 2023	Receivable Invoice	Orkney Island Council - PLaN Membership of the Association of Port Hea 002049084		0.00	392.04	(25,593.09)
14 Mar 2023	Receivable Invoice	Bristol City Council - PLaN Membership of the Association of Port Health 60377668		0.00	392.04	(25,985.13)
16 Mar 2023	Receivable Invoice	Royal Navy - Associate Membership of the Association of Port Health Aut INV-0211		0.00	952.88	(26,938.01)
20 Mar 2023	Receivable Invoice	Ashford Borough Council - Corpote Membership of the Association of Po HW00196		0.00	1,179.00	(28,117.01)
20 Mar 2023	Receivable Invoice	Aberdeen City Council - PLaN Membership of the Association of Port Hea A698166		0.00	392.04	(28,509.05)

20 Mar 2023	Receivable Invoice	Dorset Council - Corporate Membership of the Association of Port Health / 4500449686	0.00	1,179.00	(29,688.05)
20 Mar 2023	Receivable Invoice	Luton Borough Council - PLaN Membership of the Association of Port Health / POCL 005289	0.00	392.04	(30,080.09)
20 Mar 2023	Receivable Invoice	North Tyneside Council - Corporate Membership of the Association of Port Health / 1200718	0.00	1,179.00	(31,259.09)
22 Mar 2023	Receivable Invoice	Comhairle nan Eilean Siar - PLaN Membership of the Association of Port Health / P0287401	0.00	392.04	(31,651.13)
22 Mar 2023	Receivable Invoice	Colchester BC - PLaN Membership of the Association of Port Health Auth / P/O 5099	0.00	392.04	(32,043.17)
27 Mar 2023	Receivable Invoice	Seafish Industry Authority - Associate Membership of the Association of F SEA-10622	0.00	952.88	(32,996.05)
27 Mar 2023	Receivable Invoice	States of Guernsey - PLaN Membership of the Association of Port Health / 3500165143/0	0.00	392.04	(33,388.09)
27 Mar 2023	Receivable Invoice	Shetland Council - PLaN Membership of the Association of Port Health / 501012375	0.00	392.04	(33,780.13)
31 Mar 2023	Manual Journal	Prepaid income at 31/3/2023 - Prepaid income at 31/3/2023 #1499	33,780.13	0.00	(0.00)
01 Apr 2023	Manual Journal	Reversal: Prepaid income at 31/3/2023 - Prepaid income at 31/3/2023 #1498	0.00	33,780.13	(33,780.13)
01 Apr 2023	Receivable Invoice	Manchester PHA - Corporate Membership of the Association of Port Health / 116-YG-23	0.00	1,179.00	(34,959.13)
03 Apr 2023	Receivable Invoice	Isle of Anglesey County Council - Corporate Membership of the Association of Port Health / PRD0224919	0.00	1,179.00	(36,138.13)
03 Apr 2023	Receivable Invoice	The Highland Council - Corporate Membership of the Association of Port Health / H 000497353	0.00	1,179.00	(37,317.13)
05 Apr 2023	Receivable Invoice	Manchester City Council - Corporate Membership of the Association of Port Health / 4101080909	0.00	1,179.00	(38,496.13)
06 Apr 2023	Receivable Invoice	City of London - Corporate Membership of the Association of Port Health / A 1006129, Revision 0	0.00	1,179.00	(39,675.13)
06 Apr 2023	Receivable Invoice	Belfast City Council - Corporate Membership of the Association of Port Health / 3500315205	0.00	1,179.00	(40,854.13)
11 Apr 2023	Receivable Invoice	Newry Mourne & Down District Council - Corporate Membership of the Association of Port Health / NMD16684	0.00	1,179.00	(42,033.13)
12 Apr 2023	Receivable Invoice	Flintshire County Council - PLaN Membership of the Association of Port Health / PO1353463	0.00	392.04	(42,425.17)
12 Apr 2023	Receivable Invoice	Suffolk Coastal Port Health Authority - Corporate Membership of the Association of Port Health / VO - 012434	0.00	1,179.00	(43,604.17)
13 Apr 2023	Receivable Invoice	State of Jersey - Corporate Membership of the Association of Port Health / 4600017518	0.00	1,179.00	(44,783.17)
13 Apr 2023	Receivable Invoice	Dumfries and Galloway Council - Corporate Membership of the Association of Port Health / 770090123	0.00	1,179.00	(45,962.17)
13 Apr 2023	Receivable Invoice	North Ayrshire Council - PLaN Membership of the Association of Port Health / 000162912	0.00	392.04	(46,354.21)
17 Apr 2023	Receivable Invoice	North East Lincolnshire Council - Corporate Membership of the Association of Port Health / 420014216	0.00	1,179.00	(47,533.21)
19 Apr 2023	Receivable Invoice	Cumberland Council - PLaN Membership of the Association of Port Health / Julie Weir	0.00	392.04	(47,925.25)
24 Apr 2023	Receivable Invoice	Bournemouth, Christchurch and Poole Council - PLaN Membership of the Association of Port Health / BCP300999	0.00	392.04	(48,317.29)
26 Apr 2023	Receivable Invoice	Vale of Glamorgan - Corporate Membership of the Association of Port Health / VOG5500684	0.00	1,179.00	(49,496.29)
27 Apr 2023	Receivable Invoice	River Tees Port Health Authority - Corporate Membership of the Association of Port Health / INV-0240	0.00	1,179.00	(50,675.29)
27 Apr 2023	Receivable Invoice	Newport City Council - PLaN Membership of the Association of Port Health / 700194578	0.00	392.04	(51,067.33)
27 Apr 2023	Receivable Invoice	Doncaster Council - PLaN Membership of the Association of Port Health / INV-0237	0.00	392.04	(51,459.37)
27 Apr 2023	Receivable Invoice	London Borough of Hillingdon - Corporate Membership of the Association of Port Health / INV-0238	0.00	1,179.00	(52,638.37)
Total Subscriptions income			33,780.13	86,418.50	(52,638.37)
Net movement			0.00	52,638.37	0.00

Training income

23 Jan 2023	Receivable Invoice	Newport City Council - APHA Port Health Training Course Civic Centre 12 700189357	0.00	150.00	(150.00)
27 Feb 2023	Receivable Invoice	Causeway Coast & Glens Borough Council - APHA Ships Potable Water I 24140335	0.00	150.00	(300.00)
27 Feb 2023	Receivable Invoice	Newry Mourne & Down District Council - APHA Ships Potable Water Insp NMD14641	0.00	75.00	(375.00)
27 Feb 2023	Receivable Invoice	Mid and East Antrim Borough Council - APHA Ships Potable Water Insp 16111	0.00	50.00	(425.00)
27 Feb 2023	Receivable Invoice	Belfast City Council - APHA Ships Potable Water Inspection and Sampling 3500311593	0.00	150.00	(575.00)
27 Feb 2023	Receivable Invoice	Derry City and Strabane District Council - APHA Ships Potable Water Insp 79926	0.00	150.00	(725.00)
07 Mar 2023	Receivable Invoice	Bristol City Council - APHA Ships Potable Water Inspection and Sampling 60377166	0.00	50.00	(775.00)
Total Training income			0.00	775.00	(775.00)
Net movement			0.00	775.00	0.00

EXPENDITURE

AGM - costs

13 Feb 2023	Payable Invoice	Gary Gould - Gasgoine Suite 2023 AGM	1059	485.00	0.00	485.00
Total AGM - costs				485.00	0.00	485.00
Net movement				485.00	0.00	0.00

Audit & Accountancy fees

01 Jan 2023	Payable Invoice	Lansdowne Publishing - Accounts services	1053	336.00	0.00	336.00
01 Jan 2023	Payable Invoice	Lansdowne Publishing - xero licence	1053	30.00	0.00	366.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Accounts services	1058	336.00	0.00	702.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Xero services	1058	32.00	0.00	734.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Account services	1062	336.00	0.00	1,070.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Xero licence	1062	32.00	0.00	1,102.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end #1501		368.00	0.00	1,470.00
01 Apr 2023	Payable Invoice	Lansdowne Publishing - accounts services	1065	336.00	0.00	1,806.00
01 Apr 2023	Payable Invoice	Lansdowne Publishing - xero licence	1065	32.00	0.00	1,838.00
01 Apr 2023	Manual Journal	Reversal: Accruals at year end - Accruals at year end #1500		0.00	368.00	1,470.00
Total Audit & Accountancy fees				1,838.00	368.00	1,470.00

Net movement				1,470.00	0.00	0.00
---------------------	--	--	--	-----------------	-------------	-------------

Bank Fees

30 Jan 2023	Spend Money	HSBC		8.00	0.00	8.00
02 Mar 2023	Spend Money	HSBC		8.00	0.00	16.00
30 Mar 2023	Spend Money	HSBC		8.00	0.00	24.00
30 Apr 2023	Spend Money	HSBC		8.00	0.00	32.00
Total Bank Fees				32.00	0.00	32.00
Net movement				32.00	0.00	0.00

Executive officer fees

16 Jan 2023	Payable Invoice	Gary Gould - APHA executive officer additional hours 04/11/2022 - 22/12/2022	1056	2,760.00	0.00	2,760.00
16 Jan 2023	Payable Invoice	Gary Gould - APHA executive officer 03/12/2022 - 05/01/2023	1055	1,840.00	0.00	4,600.00
13 Feb 2023	Payable Invoice	Gary Gould - APHA Executive Officer - 06/01/2023 - 02/02/2023	1060	1,840.00	0.00	6,440.00
08 Mar 2023	Payable Invoice	Gary Gould - APHA Executive Officer- 03/02/2023 - 02/03/2023	1063	1,840.00	0.00	8,280.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end	#1501	4,600.00	0.00	12,880.00
01 Apr 2023	Manual Journal	Reversal: Accruals at year end - Accruals at year end	#1500	0.00	4,600.00	8,280.00
12 Apr 2023	Payable Invoice	Gary Gould - APHA Executive Officer- hours worked in addition to that c	1067	2,760.00	0.00	11,040.00
12 Apr 2023	Payable Invoice	Gary Gould - APHA Executive Officer - 3rd March to 30th March 2023	1066	1,840.00	0.00	12,880.00
30 Apr 2023	Payable Invoice	Gary Gould - APHA Executive Officer - 31/03/2023 to 28/04/2023	1069	1,840.00	0.00	14,720.00
Total Executive officer fees				19,320.00	4,600.00	14,720.00
Net movement				14,720.00	0.00	0.00

Expenses for training events

21 Feb 2023	Payable Invoice	Gary Gould - UJC Membership	1060	27.50	0.00	27.50
30 Apr 2023	Payable Invoice	Gary Gould - Attendance at PHA Workshop Walbrook Wharf Return mileage to station 10 miles@£0.45/mile	1070	4.50	0.00	32.00
30 Apr 2023	Payable Invoice	Gary Gould - Return Rail to London Zone 1	1070	53.30	0.00	85.30
30 Apr 2023	Payable Invoice	Gary Gould - Visit to Portsmouth CC to collect archive Return mileage 244 @ £0.45/mile	1070	109.80	0.00	195.10
30 Apr 2023	Payable Invoice	Gary Gould - Subsistence	1070	5.89	0.00	200.99
30 Apr 2023	Payable Invoice	Gary Gould - Visit to London Gateway to deliver APHA Archive Return mileage 180 miles @ £0.45/mile	1070	81.00	0.00	281.99
30 Apr 2023	Payable Invoice	Gary Gould - Subsistence	1070	2.85	0.00	284.84
30 Apr 2023	Payable Invoice	Gary Gould - Subsistence	1070	6.88	0.00	291.72
Total Expenses for training events				291.72	0.00	291.72
Net movement				291.72	0.00	0.00

IT Software and Consumables

03 Jan 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website 1054		550.00	0.00	550.00
01 Feb 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website 1057		550.00	0.00	1,100.00
01 Mar 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website 1061		550.00	0.00	1,650.00
31 Mar 2023	Manual Journal	Accruals at year end - Accruals at year end	#1501	550.00	0.00	2,200.00
01 Apr 2023	Manual Journal	Reversal: Accruals at year end - Accruals at year end	#1500	0.00	550.00	1,650.00
03 Apr 2023	Payable Invoice	Lansdowne Publishing - Administration and maintenance of APHA website 1064		550.00	0.00	2,200.00
Total IT Software and Consumables				2,750.00	550.00	2,200.00
Net movement				2,200.00	0.00	0.00

Refreshments for training events

21 Feb 2023	Payable Invoice	Gary Gould - Belfast Water Training Catering	1060	264.75	0.00	264.75
Total Refreshments for training events				264.75	0.00	264.75
Net movement				264.75	0.00	0.00

Profit and Loss

Association of Port Health
Authorities

For the month ended 30 April
2023

Account **Apr 2023**

Turnover

Interest Income	82.59
Subscriptions income	52,638.37
Total Turnover	52,720.96

Cost of Sales

Expenses for training events	264.22
Total Cost of Sales	264.22

Gross Profit **52,456.74**

Administrative Costs

Bank Fees	8.00
Executive officer fees	1,840.00
Total Administrative Costs	1,848.00

Operating Profit **50,608.74**

Profit on Ordinary Activities Before T **50,608.74**

Profit after Taxation **50,608.74**

Balance Sheet

Association of Port Health

As at 30 April 2023

Account	30 Apr 2023
Current Assets	
Cash at bank and in hand	
Aldermore Deposit account	65,313.67
HSBC Current account	26,641.62
UTB 100 day Deposit	122,717.79
Total Cash at bank and in hand	214,673.08
Accounts Receivable	16,927.53
Total Current Assets	231,600.61
Creditors: amounts falling due within one year	
Accounts Payable	3,574.39
Rounding	(0.01)
VAT	5,631.63
Total Creditors: amounts falling due within	9,206.01
Net Current Assets (Liabilities)	222,394.60
Total Assets less Current Liabilities	222,394.60
Net Assets	222,394.60
Capital and Reserves	
Current Year Earnings	50,608.74
Retained Earnings	171,785.86
Total Capital and Reserves	222,394.60

Ageing by due date

Contact	Current	< 1 Month	1 Month	Older	Total
Bermuda Government	0.00	0.00	182.38	0.00	182.38
Bournemouth, Christchur	470.45	0.00	0.00	0.00	470.45
Comhairle nan Eilean Si	0.00	470.45	0.00	0.00	470.45
Cumberland Council	470.45	0.00	0.00	0.00	470.45
Doncaster Council	470.45	0.00	0.00	0.00	470.45
Dublin Port Health	0.00	82.48	0.00	0.00	82.48
Flintshire County Council	470.45	0.00	0.00	0.00	470.45
London Borough of Hillin	1,414.80	0.00	0.00	0.00	1,414.80
Manchester City Council	1,414.80	0.00	0.00	0.00	1,414.80
Newport City Council	470.45	0.00	0.00	0.00	470.45
Newry Mourne & Down D	1,414.80	0.00	0.00	0.00	1,414.80
North East Lincolnshire C	1,414.80	0.00	0.00	0.00	1,414.80
RAF Medical Services	0.00	0.00	1,143.46	0.00	1,143.46
River Tees Port Health A	1,414.80	0.00	0.00	0.00	1,414.80
Royal Navy	0.00	1,143.46	0.00	0.00	1,143.46
State of Jersey	1,179.00	0.00	0.00	0.00	1,179.00
States of Guernsey	0.00	470.45	0.00	0.00	470.45
The Highland Council	1,414.80	0.00	0.00	0.00	1,414.80
Vale of Glamorgan	1,414.80	0.00	0.00	0.00	1,414.80
Total	13,434.85	2,166.84	1,325.84	0.00	16,927.53

Ageing by due date

Contact	Current	< 1 Month	1 Month	Older	Total
Aged Payables					
Gary Gould	2,472.79	0.00	0.00	0.00	2,472.79
Lansdowne Publishing	1,101.60	0.00	0.00	0.00	1,101.60
Total Aged Payables	3,574.39	0.00	0.00	0.00	3,574.39
Total	3,574.39	0.00	0.00	0.00	3,574.39

General Ledger Detail

Association of Port Health Authorities

For the period 1 April 2023 to 30 April 2023

Date	Source	Description	Reference	Debit	Credit	Running Balance
INCOME						
Subscriptions income						
01 Apr 2023		Receivable Invc Manchester PHA - Corporte Membership of the Association of Port Health At 116-YG-23		0.00	1,179.00	(1,179.00)
01 Apr 2023		Manual Journal Reversal: Prepaid income at 31/3/2023 - Prepaid income at 31/3/2023	#1498	0.00	33,780.13	(34,959.13)
03 Apr 2023		Receivable Invc The Highland Council - Corporte Membership of the Association of Port Heal 000497353		0.00	1,179.00	(36,138.13)
03 Apr 2023		Receivable Invc Isle of Anglesey County Council - Corporte Membership of the Association of PRD0224919		0.00	1,179.00	(37,317.13)
05 Apr 2023		Receivable Invc Manchester City Council - Corporte Membership of the Association of Port H 4101080909		0.00	1,179.00	(38,496.13)
06 Apr 2023		Receivable Invc City of London - Corporte Membership of the Association of Port Health Auth 1006129, Revision 0		0.00	1,179.00	(39,675.13)
06 Apr 2023		Receivable Invc Belfast City Council - Corporte Membership of the Association of Port Health 3500315205		0.00	1,179.00	(40,854.13)
11 Apr 2023		Receivable Invc Newry Mourne & Down District Council - Corporte Membership of the Associ: NMD16684		0.00	1,179.00	(42,033.13)
12 Apr 2023		Receivable Invc Flintshire County Council - PLaN Membership of the Association of Port Hea PO1353463		0.00	392.04	(42,425.17)
12 Apr 2023		Receivable Invc Suffolk Coastal Port Health Authority - Corporate Membership of the Associa VO – 012434		0.00	1,179.00	(43,604.17)
13 Apr 2023		Receivable Invc State of Jersey - Corporate Membership of the Association of Port Health Au 4600017518		0.00	1,179.00	(44,783.17)
13 Apr 2023		Receivable Invc Dumfries and Galloway Council - Corporate Membership of the Association c 770090123		0.00	1,179.00	(45,962.17)
13 Apr 2023		Receivable Invc North Ayrshire Council - PLaN Membership of the Association of Port Health 000162912		0.00	392.04	(46,354.21)
17 Apr 2023		Receivable Invc North East Lincolnshire Council - Corporate Membership of the Association c 420014216		0.00	1,179.00	(47,533.21)
19 Apr 2023		Receivable Invc Cumberland Council - PLaN Membership of the Association of Port Health A: Julie Weir		0.00	392.04	(47,925.25)
24 Apr 2023		Receivable Invc Bournemouth, Christchurch and Poole Council - PLaN Membership of the As: BCP300999		0.00	392.04	(48,317.29)
26 Apr 2023		Receivable Invc Vale of Glamorgan - Corporate Membership of the Association of Port Health VOG5500684		0.00	1,179.00	(49,496.29)
27 Apr 2023		Receivable Invc London Borough of Hillingdon - Corporate Membership of the Association of INV-0238		0.00	1,179.00	(50,675.29)
27 Apr 2023		Receivable Invc Newport City Council - PLaN Membership of the Association of Port Health A: 700194578		0.00	392.04	(51,067.33)
27 Apr 2023		Receivable Invc Doncaster Council - PLaN Membership of the Association of Port Health Auth INV-0237		0.00	392.04	(51,459.37)
27 Apr 2023		Receivable Invc River Tees Port Health Authority - Corporate Membership of the Association INV-0240		0.00	1,179.00	(52,638.37)
Total Subscriptions income				0.00	52,638.37	(52,638.37)
Interest Income						
04 Apr 2023		Receive Money Aldermore - Interest received		0.00	82.59	(82.59)
Total Interest Income				0.00	82.59	(82.59)
Net movement				0.00	82.59	0.00

Expenditure

Audit & Accountancy

01 Apr 2023	Manual Journal Reversal: Accruals at year end - Accruals at year end	#1500	0.00	368.00	(368.00)
01 Apr 2023	Payable Invoice Lansdowne Publishing - accounts services	1065	336.00	0.00	(32.00)
01 Apr 2023	Payable Invoice Lansdowne Publishing - xero licence	1065	32.00	0.00	0.00
Total Audit & Accountancy fees			368.00	368.00	0.00
Net movement			0.00	0.00	0.00

Bank Fees

30 Apr 2023	Spend Money HSBC		8.00	0.00	8.00
Total Bank Fees			8.00	0.00	8.00
Net movement			8.00	0.00	0.00

Executive officer fees

01 Apr 2023	Manual Journal Reversal: Accruals at year end - Accruals at year end	#1500	0.00	4,600.00	(4,600.00)
12 Apr 2023	Payable Invoice Gary Gould - APHA Executive Officer - 3rd March to 30th March 2023	1066	1,840.00	0.00	(2,760.00)
12 Apr 2023	Payable Invoice Gary Gould - APHA Executive Officer- – hours worked in addition to that conti	1067	2,760.00	0.00	0.00
30 Apr 2023	Payable Invoice Gary Gould - APHA Executive Officer - 31/03/2023 to 28/04/2023	1069	1,840.00	0.00	1,840.00
Total Executive officer fees			6,440.00	4,600.00	1,840.00
Net movement			1,840.00	0.00	0.00

Expenses for training

30 Apr 2023	Payable Invoice Gary Gould - Attendance at PHA Workshop Walbrook Wharf Return mileage to station 10 miles@£0.45/mile	1070	4.50	0.00	4.50
30 Apr 2023	Payable Invoice Gary Gould - Return Rail to London Zone 1	1070	53.30	0.00	57.80
30 Apr 2023	Payable Invoice Gary Gould - Visit to Portsmouth CC to collect archive Return mileage 244 @ £0.45/mile	1070	109.80	0.00	167.60
30 Apr 2023	Payable Invoice Gary Gould - Subsistence	1070	5.89	0.00	173.49
30 Apr 2023	Payable Invoice Gary Gould - Visit to London Gateway to deliver APHA Archive Return mileage 180 miles @ £0.45/mile	1070	81.00	0.00	254.49
30 Apr 2023	Payable Invoice Gary Gould - Subsistence	1070	2.85	0.00	257.34
30 Apr 2023	Payable Invoice Gary Gould - Subsistence	1070	6.88	0.00	264.22
Total Expenses for training events			264.22	0.00	264.22
Net movement			264.22	0.00	0.00

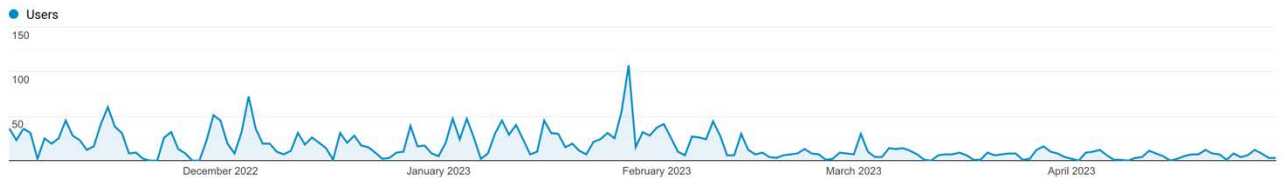
IT Software and

01 Apr 2023	Manual Journal Reversal: Accruals at year end - Accruals at year end	#1500	0.00	550.00	(550.00)
03 Apr 2023	Payable Invoice Lansdowne Publishing - Adminstration and maintenance of APHA website for	1064	550.00	0.00	0.00
Total IT Software and Consumables			550.00	550.00	0.00
Net movement			0.00	0.00	0.00

Association of Port Health Authorities Website

The following statistics are for the dates 1 November 2022 to 30 April 2023 using Google Analytics.

Number of Users



Users: 2,383 (397 per month average), **Sessions: 3,264** (544 per month average)

Users are somebody who has initiated at least one session during the date range. A session is the period time a user is actively engaged with your website, app, etc,

Please note on the following figures, the percentage figure in brackets represents the percentage of the total figure that the preceding number represents.

Top 10 Source Sites

Source shows where users were before seeing your content, such as a search engine or another website. The word after the forward slash shows how users arrived at the website, such as "organic" for unpaid search traffic, referral for a click through from another site and "(none)" for direct traffic.

	Source/Medium	Number of Users
1	(direct) / (none)	1,333 (54.74%)
2	google / organic	1,001 (41.11%)
3	bing / organic	43 (1.77%)
4	m.facebook.com / referral	8 (0.33%)
5	us9.campaign-archive.com / referral	7 (0.29%)
6	facebook.com / referral	5 (0.21%)
7	lens.google.com / referral	5 (0.21%)
8	ukc-powerpoint.officeapps.live.com / referral	5 (0.21%)
9	ukc-word-view.officeapps.live.com / referral	5 (0.21%)
10	mailchi.mp / referral	4 (0.16%)

Top pages

Below are the 25 most popularly used pages on the website with the number of times that the page has been viewed. As per the previous report the port directory appears the most in the list. The APHA Members page, which is a relatively new page on the website has risen from number 11 on the list to number 6.

	Web Page	Page Views
1	/	1,804 (24.07%)
2	/port-directory/	1,172 (15.64%)
3	/about-us/	437 (5.83%)
4	/contact/	410 (5.47%)
5	/airports/	255 (3.40%)
6	/apha-members/	242 (3.23%)
7	/seaports/infectious-disease/	178 (2.37%)
8	/seaports/imported-food/	149 (1.99%)
9	/shared/	143 (1.91%)
10	/seaports/water-quality/	142 (1.89%)
11	/members-area/	135 (1.80%)
12	/seaports/	133 (1.77%)
13	/seaports/animal-health/	108 (1.44%)
14	/port-directory/?pagenum=3	104 (1.39%)
15	/login/	90 (1.20%)
16	/port-directory/?pagenum=2	80 (1.07%)
17	/privacy-policy/	80 (1.07%)
18	/apha-members/?pagenum=2	68 (0.91%)

19	/port-directory/?pagenum=4	60 (0.80%)
20	/port-directory/?pagenum=9	50 (0.67%)
21	/seaports/waste-disposal/	44 (0.59%)
22	/port-directory/?pagenum=5	43 (0.57%)
23	/apha-members/?pagenum=3	41 (0.55%)
24	/port-directory/?pagenum=8	37 (0.49%)
25	/port-directory/?pagenum=7	35 (0.47%)

Top 25 countries

Below are the top 25 countries which visited the APHA website over the period. It is useful to note that the country is located by using the ip address of the user, which in most cases is the same as the country that the user is in, but a very small proportion of users may use a VPN which can provide an IP address of a country other than the one the user resides in, therefore the table is probably in the region of 98% accurate.

	Country	Users
1	United Kingdom	1,524 (63.74%)
2	United States	431 (18.03%)
3	Nigeria	33 (1.38%)
4	Germany	25 (1.05%)
5	Netherlands	21 (0.88%)
6	Portugal	20 (0.84%)
7	Ireland	19 (0.79%)
8	India	18 (0.75%)
9	South Africa	15 (0.63%)
10	Kenya	14 (0.59%)
11	Spain	12 (0.50%)
12	Poland	12 (0.50%)
13	France	11 (0.46%)
14	Philippines	10 (0.42%)
15	(not set)	10 (0.42%)
16	Ghana	9 (0.38%)
17	Zambia	9 (0.38%)
18	Norway	8 (0.33%)
19	Finland	7 (0.29%)
20	Jamaica	7 (0.29%)
21	Liberia	7 (0.29%)
22	Malaysia	7 (0.29%)
23	Sweden	7 (0.29%)
24	United Arab Emirates	6 (0.25%)
25	Canada	6 (0.25%)

Devices used to view the website

Below shows the three device categories used to view the website. Followed by the top 10 mobile devices used the view the site. The website is, as to be expected, accessed via desktop computers the most.

	Device	Number of Users
1	Desktop	1,907 (80.03%)
2	Mobile	457 (19.18%)
3	Tablet	19 (0.80%)

	Mobile Device	Number of Users
1	Apple iPhone	231 (48.53%)
2	Apple iPad	12 (2.52%)
3	Google Nexus 5	7 (1.47%)
4	Google Pixel 6	5 (1.05%)
5	itel W6004 A56	4 (0.84%)
6	Samsung SM-A217F Galaxy A21s	4 (0.84%)
7	Samsung SM-A260F Galaxy A2 Core	4 (0.84%)
8	Samsung SM-A515F Galaxy A51	4 (0.84%)
9	Samsung SM-G991B Galaxy S21 5G	4 (0.84%)
10	Samsung SM-G998B Galaxy S21 Ultra 5G	4 (0.84%)

Operating systems

Below shows the operating systems used to access the APHA website, the largest majority being from Windows based computers, the second being Linux and the third iOS (Apple devices). iOS has overtaken Android (non Apple mobile devices) since the last report, although both technologies are roughly the same split.

	Operating system	Number of Users
1	Windows	1,355 (56.86%)
2	Linux	339 (14.23%)
3	iOS	244 (10.24%)
4	Android	231 (9.69%)
5	Macintosh	172 (7.22%)
6	Chrome OS	41 (1.72%)
7	(not set)	1 (0.04%)

Browsers

Below shows the browsers used to access the APHA website, the largest majority being Chrome followed by Microsoft Edge and Safari.

	Browser	Number of Users
1	Chrome	1,438 (60.32%)
2	Edge	545 (22.86%)
3	Safari	306 (12.84%)
4	Firefox	48 (2.01%)
5	Samsung Internet	21 (0.88%)
6	Opera	9 (0.38%)
7	Safari (in-app)	7 (0.29%)
8	Android Webview	4 (0.17%)
9	Internet Explorer	3 (0.13%)
10	Mozilla Compatible Agent	1 (0.04%)

CONCLUSION

Most users of the site are still accessing it directly by typing in the website address. Other traffic is coming from Google as would be expected. There is no significant change in this behaviour since the previous report.

When the term 'port health' is used as a search phrase on Google it still ranks the APHA website second in the list. The only site with a higher ranking is the UK Government guidance page for the monitoring of food imports (<https://www.gov.uk/guidance/port-health-authorities-monitoring-of-food-imports>) which is to be expected.

As previously mentioned, the most popular search engine used to locate the site is Google, as would be expected, followed by Bing. There are referrals from a number of Facebook and LinkedIn sites. The Facebook referrals are possibly due to the email newsletters and marketing emails which are published simultaneously on Facebook. The final source site on the list is Mailchimp, which is the marketing email activity. This represents an increase in email marketing engagement as it did not make the top 10 on the last report.

The new APHA Members page has increased its ranking on the site having jumped to the sixth most popular page on the site. On the previous report it was number 11.

The top two countries to visit the site remain the UK, the United States.

In terms of what is used to access the APHA website, it is mainly accessed from Windows based desktop computers. In terms of mobile devices accessing the site, there has been a slight increase from approx. 17% to 19.18%.

Lansdowne Publishing Partnership Limited

Association of Port Health Authorities New Website Proposal 8/9/2022

Project Management £1,500.00

Set up and design£945.00

We will design the home page based on an existing WordPress template customized to fit the Association of Port Health Authorities brand and relate to your target audience. This design will give good indication of how the rest of the site will look. Text and images to be supplied. When the team are agreed with the look and functionality of the site, we will proceed to populate the pages.

Functionality.....£945.00

- Post Directory
- Events calendar
- Members area

Population.....£1260.00

To repopulate the site with all the text and images from the existing site.

Animated Graphics.....£360.00

To include 4 new animated graphics to replace the existing sliders on the Home page.

The Slider Revolution will be used to create these graphics.

Social media integration.....£90.00

This includes following a system to allow users to share content from the site.

Usability Testing £350.00

Testing the functionality of the website, links and forms

Total £5,450.00

All prices quoted are subject to VAT.

Search Engine Optimisation (SEO) Plugin

We will use the Yost plugin to manage the SEO aspect of the site. This is a good alternative than paying for an SEO campaign.

Security:

We would install the WordFence plugin to make sure your site is secure and free from hacking.

Other inclusions:

- The site will be responsive, optimised and adaptable across all platforms (desktop, laptop, and mobile screens).
- Succinct, simplistic layout
- User friendly layout
- Easy to read font
- Visible menu options
- All URLs will be simple, descriptive and optimised
- An XML Sitemap will be included
- All images will be named and optimised for search engine use

All proofs, after any initial creative presentation stage, will be supplied as PDF files. There is no charge for PDF file generation. The colour in the PDF should largely be ignored as this will vary dramatically from computer-to-computer and is not representative of any print production. Cost is based on all images and text supplied by client. Costs do not include, mock-ups, image use, illustration work or photography. These can be quoted later if required. Quotation is valid for three months. If there is a change or updated information to the brief this could possibly incur extra charges.

End...

LIVETECH: Redevelopment of the Port Health Authorities website - Proposal

Current Situation

The site is currently functional but is looking dated in its presentation. There are also some issues with the admin of the website in terms of the reliability logging in and the secure certificate configuration has some issues.

We note that the current website is built on the well supported Wordpress content management system. This powers both the front-end part of the site, the back-end members area and the management of the content throughout the site.

Our Proposals

Our proposal would be to refresh the presentation of the site, whilst utilising the existing coding and structure of the site. In this case we would initially do a study of other similar sites in order to come up with some ideas for you, which we would get your feedback on, these would include –

- Other Port Authority websites around the world
- Other membership organisations websites
- Other relevant public health websites

This exercise will allow us all to get a broader view of the types of messages what are currently being communicated and the best way of communicating them. This both in terms of headlines, body text and graphics.

We note that there has been an ongoing trend to ensure that websites work well on a variety of mobile devices and are fast loading on all types and speed of of connection. We would look for this to be one of the focus points for the work, as well as enhanced communication of your messages.

Having come up with some excellent reference sites, reviewed with you and reached consensus; we would start the build process. Assuming that we can get access to the existing Wordpress admin of the site we would be able to use all of the existing pages as a starting point and this would save a lot of time. This should not be an issue, based on our other extensive interactions when doing website handovers.

Standards and Compliance

We note that there is no privacy policy or cookie controls on the site at present, this is a legal UK requirement/GDPR. We would work with you to identify a suitable stock legal document, or you could take legal advice on this if you wished to.

The website would be built using good responsive web design standards and with features that tend to make the site accessible to users with visual impairment such as -

- Areas accessible via a screen reader
- Page content structured with headings
- Headings to follow logical sequence
- Images with alternative text
- Inputs with associated labels

- Links with accessible description
- Buttons with accessible description
- Interactive elements properly marked using the appropriate HTML element

SEO

The site must be built with search in mind, all pages with appropriate meta information, as well as relevant Headings structure. URLs should be friendly and descriptive.

Social Media Integration

Due provision will be made for adding social media widgets to the news page and other selected pages. These do have an impact of server performance so we will be looking for a balanced approach to this in the various key pages.

Security

This should be via applying best practice throughout and also using an appropriate Security Plugin such as All in One security or Wordfence

Visitor Analytics

The website visitor performance will be tracked by Google analytics to provide a record of where the web traffic has originated, how long users stay and what they view. Google analytics also give geographic information of users. This information does not allow identification of individuals, but is anonymized.

Web hosting and ongoing maintenance

The site will need a periodic check to ensure that platform versions, plugins, themes and other features are all in a consistent state. Our recommendation would be to do a monthly check up and update of the site software and plugin used, this would typically only take half an hour, including any minor fixes.

Maintenance for the website – This would be at our hourly rate of **£52 +VAT**

Web hosting

We are able to offer reliable UK based web hosting, with daily backups and fast server at a cost of **£189 per annum plus VAT**

Training/Onboarding

We are able to offer a half day session to train any committee members on using and getting the most from the new site. Also, for any subsequent training that may be required e.g. a new site content admin training. Although it is noted that the admin system will be the same as the current system used.

Investment Breakdown Overview

Initial Comparable website Study – 2 days

Meeting with you to discuss, noting any applying feedback 0.5 days

Website build (based on the existing page structure) Applying new designs and refining messages
7 Days

New site roll out and testing 2 days

Training (if required) 0.5 days

Total 12 days @ £390 + VAT = £4680 + VAT

Association of Port Health Authorities New Website Proposal

Existing Website: www.porthealthassociation.co.uk

Set up and design **£1050**

Design the home page based on an existing WordPress template customized to fit the Association of Port Health Authorities brand and relate to the target audience. This design will give good indication of how the rest of the site will look. Text and images to be supplied.

Functionality **£1000**

- Post Directory
- Events calendar
- Members area

Population **£1000**

To repopulate the site with all the text and images from the existing site.

Animated Graphics **£300**

To include 4 new animated graphics to replace the existing sliders on the Home page.

The Slider Revolution will be used to create these graphics.

Social media integration **£100**

This includes following a system to allow users to share content from the site.

Usability Testing **£320**

Testing the functionality of the website, links and forms

Project Manage **£1200**

Total **£4970**

No VAT Charged.

Xeno Solutions

Search Engine Optimisation (SEO) Plugin

Use the Yost plugin to manage the SEO aspect of the site.

Security:

Installation of the WordFence plugin to make sure the site is secure and free from hacking.

Other inclusions:

- The site will be responsive, optimised and adaptable across all platforms (desktop, laptop, and mobile screens).
- Succinct, simplistic layout
- User friendly layout
- Easy to read font
- Visible menu options
- All URLs will be simple, descriptive and optimised
- An XML Sitemap will be included
- All images will be named and optimised for search engine use
- The ability to maintain in house