

APPENDIX II

PARISH COUNCIL MEETING – TUESDAY 23 MAY 2017

ITEM 9 – Finance – Monthly Payment Schedule, Bank Reconciliation and 2016/17 Year End Budget Report.

COPYTHORNE PARISH COUNCIL							
23 May 2017							
FINANCE MATTERS							
Cheques requiring endorsement							
					Net	VAT	Total
					0.00	0.00	0.00
Income received since last meeting to current account							
					0.00	0.00	0.00
					0.00	0.00	0.00
Income received since last meeting to deposit account							
Interest					0.00	0.00	0.00
None							
					0.00	0.00	0.00
New payments by cheque							Cheque signatory initials
<i>Cheque no</i>							
501093	Came & Company				368.40	0.00	368.40
	<i>Parish Council Insurance</i>						
501094	TLC Online				90.00	0.00	90.00
	<i>Website Maint April, May, June</i>						
501095	Lyreco Uk Ltd				98.73	19.75	118.48
	<i>Stationery</i>						
501096	Clerk's Salary & Expenses				709.81	7.62	717.43
	<i>Apr-17</i>						
Total Cheque payments					1266.94	27.37	1294.31
New payments by direct debit							
15/05/2017	BT Business				28.90	5.78	34.68
	<i>(023 8081 1573 Woodlands)</i>						
18/05/2017	BT Business						
	<i>(Parish Hall BB)</i>				54.00	10.80	64.80

Total payments by Direct Debit				82.98	16.58	99.48		
<i>May-17</i>								
Financial Summary at date of meeting								
				Current A/c	Deposit A/c			
	Bank A/C	Closing Balance		10903.94	19629.45	<i>28th Apr 2017</i>		
	less	Direct Debits		99.48				
	plus	Income		0.00	0.00			
		Sub-total		10804.46	19629.45			
	less	Uncleared cheques		2620.00	0.00			
		Sub-total		8184.46	19629.45			
	less	New payments by cheque		1294.31	0.00			
		Balance		6890.15	19629.45	<i>23rd May 2017</i>		
		Transfer(s):						
		Now*		0.00	0.00			
		In 14 days*		0.00	0.00			
		Balances at date of meeting		6890.15	19629.45	<i>23rd May 2017</i>		
		*from 14-day Account to Current Account						

COPYTHORNE PARISH COUNCIL

Budget vs Actuals as @ 31st March 2017

	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
INCOME					
Precept Payment			14,995.00	14,995.00	-
Government Grant			155.00	155.00	-
VAT Repayment			471.27	471.27	-
Lengthsman			4,400.00	4,400.00	-
Bank Interest			20.00	9.22	(10.78)
Dist Cllr Grant Funding			500.00	750.00	250.00
C.Cllr Grant Funding			250.00	2,500.00	2,250.00
Other			-		-
T/F Deposit A/C (less Reserves)					-
					-
Total Income	-	-	20,791.27	23,280.49	2,489.22

	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
EXPENDITURE					
Gen Admin			1,005.00	734.91	(270.09)
HALC/Nalc Subs			675.00	732.00	57.00
SLCC			-	128.00	128.00
GIS			100.00	100.00	-
Bank Charges			50.00	-	(50.00)
Stationery/Postage			550.00	389.66	(160.34)
IT Equipment			1,000.00	547.50	(452.50)
Room Hire			350.00	295.00	(55.00)
Parish Hall Phone & Broadband			400.00	475.69	75.69
Lengthsman - Copythorne			2,000.00	2,112.00	112.00
Lengthsman - Other			3,000.00	2,360.00	(640.00)
Lengthsman - Admin			400.00	400.00	-
Splitwind Pond			350.00	280.00	(70.00)
Grants (S.107)			630.00	530.00	(100.00)
Parish Council Insurance			345.00	353.11	8.11
Parish Council Website			600.00	360.00	(240.00)
Clerks Salary /Tax/NI/Pens			7,011.00	7,880.60	869.60
Office Allowance			330.00	320.01	(9.99)

Office Phone / Email	425.00	726.67	301.67
Mileage	550.00	885.66	335.66
Audit Costs	240.00	275.00	35.00
Training	500.00	185.00	(315.00)
Notice Boards/Publicity	210.00	138.00	(72.00)
Asset Purchase	500.00	-	(500.00)
Adopted Telephone Boxes	300.00	-	(300.00)
Elections	-	-	-
Chairman's Allowance	375.00	-	(375.00)
VAT	450.00	313.30	(136.70)
Projects			-
Grants (D/C Cllr - Playground)	-	2,650.00	2,650.00
Gen Admin			-
Other			-

Total Expenditure	-	-	22,346.00	23,172.11	826.11
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	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
Total Income	-	-	20,791.27	23,280.49	2,489.22
Total Expenditure	-	-	22,346.00	23,172.11	826.11
Balance Income Less Expenditure	-	-	(1,554.73)	108.38	1663.11