

APPENDIX II

PARISH COUNCIL MEETING – TUESDAY 25 JULY 2017

ITEM 10 – Finance – Monthly Payment Schedule, Bank Reconciliation, 2016/17 Budget Report

	Cost £	Cheque /DD Value £	Cheque No.	Comments
BT P&BB M.Weston	34.93	34.93	dd	Previous Clerk BT Agreement
Copythorne PC (T/F to Lloyds A/C)	3000.00	3000.00	501101	T/F Funds from Co-op to Lloyds A/C
Clerks Salary & Expenses - July	732.79	732.79	1	
Copythorne Parish Hall	48.00	48.00	2	
Lyreco - Printer Cartridges	99.07	99.07	3	
HALC - Transparency Trng	48.00	48.00	4	
Clerks Salary - Aug (Dated 22/8/17)	632.99	632.99	5	
Clerk - Printer Ink for own printer	89.99	89.99	6	
Totals	4685.77	4685.77		

Payment Schedule Agreed _____ Date _____
Chairman Parish Council

Payment Schedule Agreed _____ Date _____
2nd Councillor Signatory

Copythorne Parish Council Account Reconciliations 2017/18 April 2017 - June 2017

Cashbook Reconciliation as at 30 June 2017

Balance b/fwd 1st April 2017	20,687.30
Plus Receipts (01 April 2017 - 30 June 2017)	<u>8,936.52</u>
	29,623.82
Less Payments (01 April 2017 - 30 June 2017)	<u>7,796.61</u>
Total - 30 June 2017	<u><u>21,827.21</u></u>

Bank Reconciliation as at 30 June 2017 (Co-operative Bank Accounts 60092799- 00/-53)

Bank Account Totals as @ 31st May 2017

Savings Account		17,629.45
Current Account		<u>6,042.76</u>
Total		23,672.21
Less unrepresented cheques:-	501098	60.00
	501099	410.00
	501100	1,000.00
		-
	501101	375.00
		<u>1,845.00</u>
		<u><u>21,827.21</u></u>

APPENDIXII - First Quarter Parish Council Budget Update

COPYTHORNE PARISH COUNCIL

Budget Update 1Q2017/18

	Actual 2016/17	Budget 2017/18	Plan 1Q 2017/18	Actual 1Q 2017/18	Actual vs Plan	Projected Year End 2017/18
INCOME						
Precept Payment	14,995.00	17,060.00	8,530.00	8,530.00		17,060.00
Government Grant	155.00	-	-			-
VAT Repayment	471.27	-	-			
Lengthsman	4,400.00	4,400.00	-			4,400.00
Bank Interest	20.00	-	-	6.52		
Dist Cllr Grant Funding	750.00	-	-	400.00		
C.Cllr Grant Funding Other	2,500.00	-	-			
T/F Deposit A/C (less Reserves)						
Total Income	23,291.27	21,460.00	8,530.00	8,936.52		21,460.00

	Actual 2016/17	Budget 2017/18	Plan 1Q 2017/18	Actual 1Q 2017/18	Actual vs Plan	Projected Year End 2017/18
EXPENDITURE						
Gen Admin	734.91	1,020.00	255.00	132.80	(122.20)	1,020.00
HALC/Nalc Subs	732.00	665.00	665.00	754.00	89.00	665.00
SLCC	128.00	130.00	-		-	130.00
GIS	100.00	110.00	110.00	100.00	(10.00)	110.00
Bank Charges	-	70.00	17.50		(17.50)	70.00
Stationery/Postage	389.66	220.00	55.00	114.24	59.24	220.00

IT Equipment	547.50	250.00	62.50		(62.50)	250.00
Room Hire	295.00	210.00	52.50	48.00	(4.50)	210.00
Parish Hall Phone & Broadband	424.63	-	-	125.10	125.10	125.10
Lengthsman - Copythorne	2,112.00	2,000.00	500.00		(500.00)	2,000.00
Lengthsman - Other	2,360.00	3,000.00	750.00		(750.00)	3,000.00
Lengthsman - Admin	400.00	400.00	100.00		(100.00)	400.00
Splitwind Pond	280.00	300.00	75.00		(75.00)	300.00
Grants (S.107)	530.00	630.00	157.50	200.00	42.50	630.00
Parish Council Insurance	353.11	390.00	390.00	368.40	(21.60)	368.40
Parish Council Website	360.00	560.00	290.00	290.00	-	560.00
Clerks Salary /Tax/NI/Pens	7,880.60	7,485.00	1,871.25	2,192.74	321.49	7,650.00
Office Allowance	320.01	320.00	80.00	80.01	0.01	320.00
Office Phone / Email	726.67	425.00	106.25	168.94	62.69	425.00
Mileage	885.66	800.00	200.00	104.85	(95.15)	450.00
Audit Costs	275.00	100.00	25.00	410.00	385.00	540.00
Training	185.00	500.00	125.00	75.00	(50.00)	500.00
Notice Boards/Publicity	138.00	100.00	25.00		(25.00)	100.00
Asset Purchase	-	700.00	175.00		(175.00)	700.00
Adopted Telephone Boxes	-	200.00	50.00		(50.00)	200.00
Elections	-	500.00	125.00		(125.00)	500.00
Chairman's Allowance	-	375.00	93.75		(93.75)	375.00
VAT	364.36		-	107.53	107.53	430.12
Projects			-		-	
Grants (D/C Cllr - Playground)	2,650.00		-	1,150.00	1,150.00	1,150.00
Other					-	

Sub Total - Precepted Expenditure	23,172.11	21,460.00	6,356.25	6,421.61	65.36	23,398.62
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From Earmarked Reserves

1,375.00 1,375.00 1,850.00

Total Expenditure	23,172.11	21,460.00	6,356.25	7,796.61	1,440.36	25,248.62
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	Actual 2016/17	Budget 2017/18				Projected Year End 2017/18
Total Income	23,291.27	21,460.00				21,460.00
Total Precepted Expenditure	23,172.11	21,460.00				23,398.62
Balance Income Less Expenditure	119.16	-				(1,938.62)

**Earmarked Reserves
2017/18 13,000.00**

**Anticipated
Expenditure 2017/18 -1,850.00**

**Earmarked Reserves
C/F 2018/19 11,150.00**

Bank Account Totals as @ 30.06.17

Savings Account	17,629.45
Current Account	6,042.76
Total	23,672.21