

**Bank Reconciliation: 31st August 2019**

Balance per Cash Book 102,244.62

**Adj Cash Book Balanc 102,244.62**

Balance per Combined Bank Statements:

Current 100.00

Reserve 102,977.26

Total **103,077.26**

Opening cash book balance 64,560.47

Income 59,857.31

General expenditure (18,439.04)

Res & Desig expenditure (3,062.90)

Movement in petty cash balance 0.00

Movement in other reserves 0.00

Movement in VAT (671.22)

Closing cash book balance 102,244.62

Check: 0.00

Unpresented cheques:

2049 (32.71)

2028 (50.00)

2031 (27.27)

2041 (17.00)

2044 (314.50)

2046 (221.16)

2047 (170.00)

**Adj Bank Statements 102,244.62**

**Difference 0.00**

Signed RFO: 

Approved: 

Date: 16<sup>th</sup> October 2019

**Frensham Parish Council**

**Cheques raised and other payments - August 2019**

| Date                        | Payee                                 | Cheque number/<br>payment method | £        |
|-----------------------------|---------------------------------------|----------------------------------|----------|
| <b>Cheques:</b>             |                                       |                                  |          |
| 01.08.19                    | Nurture Landscapes                    | 2039                             | 1,166.21 |
| 21.08.19                    | Sue Millerchip - Cleaning             | 2040                             | 44.00    |
| 21.08.19                    | Prism Windows                         | 2041                             | 17.00    |
| 21.08.19                    | Salary - R Audsley                    | 2042                             | 784.00   |
| 21.08.19                    | HMRC PAYE                             | 2043                             | 205.65   |
| 21.08.19                    | Veolia - litter bins                  | 2044                             | 314.50   |
| 22.08.19                    | SLPW - playboat                       | 2045                             | 1,080.00 |
| 22.08.19                    | SCC Pension                           | 2046                             | 221.16   |
| 22.08.19                    | K Shipton - Locum Clerk holiday cover | 2047                             | 170.00   |
| 28.08.19                    | Glasdon UK - memorial bench           | 2048                             | 822.96   |
| 28.08.19                    | Petty Cash                            | 2049                             | 32.71    |
|                             |                                       |                                  | 4,858.19 |
| <b>Non-cheque payments:</b> |                                       |                                  |          |
| 02.08.19                    | Castle Water                          | DD                               | 9.56     |
| 19.08.19                    | BT                                    | DD                               | 75.20    |
| 27.08.19                    | SWALC                                 | DD                               | 14.31    |
| 27.08.19                    | Southern Electric                     | DD                               | 114.17   |
| <b>Total for month:</b>     |                                       |                                  | 5,071.43 |

*R. Audsley*

Approved: *[Signature]*

Date: 16<sup>th</sup> October 2019

## Receipts and payments report - general funds

|  | 2018/19<br>Actual |       | 2019/20<br>Budget | 2019/20<br>Actual to date | Not yet<br>rec'd/paid |
|--|-------------------|-------|-------------------|---------------------------|-----------------------|
| <b>Income:</b>                                       |                   |       |                   |                           |                       |
| Precept  | 51,000            |       | 53,000            | 53,000                    | 0                     |
| Compensatory grant                                   | 3,080             |       | 2,500             | 2,760                     | 260                   |
| Shop rent  | 2,000             |       | 2,000             | 2,000                     | 0                     |
| Licence fees   | 700               |       | 880               | 0                         | (880)                 |
| Room hire  | 0                 |       | 0                 | 300                       | 300                   |
| Sports Club contributions                            | 2,764             |       | 5,235             | 0                         | (5,235)               |
| Football club fees                                   | 0                 |       | 3,000             | 0                         | (3,000)               |
| Interest   | 94                |       | 20                | 92                        | 72                    |
| Other income   | 7,842             |       | 0                 | 1,706                     | 1,706                 |
| <b>Total Income:</b>                                 | <b>67,480</b>     |       | <b>66,635</b>     | <b>59,857</b>             | <b>(6,778)</b>        |
| <b>Administration expenditure:</b>                   |                   |       |                   |                           |                       |
| Payroll, tax and NI                                  | (17,680)          | A1/A2 | (18,100)          | (7,475)                   | 10,625                |
| Pension costs  | (3,134)           | A3/A4 | (3,000)           | (2,324)                   | 676                   |
| Insurance  | (8,146)           | A5    | (4,150)           | 0                         | 4,150                 |
| Courses & training                                   | (895)             | A6    | (1,500)           | (60)                      | 1,440                 |
| Telephone & internet costs                           | (649)             | A7    | (750)             | (343)                     | 407                   |
| Elections  | (227)             | A8    | (1,250)           | 0                         | 1,250                 |
| Audit  | (1,326)           | A9    | (1,000)           | (99)                      | 901                   |
| Councillors expenses                                 | (28)              | A10   | (150)             | (271)                     | (121)                 |
|  | (32,085)          |       | (29,900)          | (10,572)                  | 19,328                |
| <b>Office expenses:</b>                              |                   |       |                   |                           |                       |
| Grants   | (435)             | B1    | (500)             | 0                         | 500                   |
| Subscriptions (incl. HALC)                           | (341)             | B2    | (750)             | (442)                     | 308                   |
| Consultants (legal, H&S etc.)                        | (2,480)           | B3    | (1,000)           | (150)                     | 850                   |
| Website, stationery & publications                   | (622)             | B4    | (600)             | (23)                      | 577                   |
| Petty cash expenditure                               | (43)              | B5    | (300)             | (183)                     | 117                   |
| Cleaning expenses                                    | (235)             | B6    | (500)             | (200)                     | 300                   |
| Utilities & W. Heath service charge                  | (714)             | B7    | (1,000)           | (525)                     | 475                   |
| Building maintenance                                 | (235)             | B8    | (750)             | (285)                     | 465                   |
| H&S checks   | (465)             | B9    | (500)             | 0                         | 500                   |
| Office equipment                                     | (448)             | B10   | (1,100)           | (254)                     | 846                   |
|  | (6,018)           |       | (7,000)           | (2,062)                   | 4,938                 |
| <b>Recreation Ground &amp; open spaces expenses:</b> |                   |       |                   |                           |                       |
| Bin cleaning   | (1,233)           | C1    | (1,400)           | (511)                     | 889                   |
| Playground repairs & maintenance                     | (1,356)           | C2    | (1,500)           | (1,379)                   | 121                   |
| Grass cutting - Gavin Jones contract                 | (4,189)           | C3    | (3,900)           | (3,887)                   | 13                    |
| Hollowdene maintenance                               | (492)             | C4    | (1,000)           | 0                         | 1,000                 |
| Ground maintenance                                   | (1,262)           | C5    | (1,000)           | 0                         | 1,000                 |
| Winter roads   | 0                 | C6    | (500)             | 0                         | 500                   |
| Tree maintenance                                     | (1,100)           | C7    | (1,600)           | 0                         | 1,600                 |
| Hedge cutting  | (1,105)           | C8    | (2,500)           | (27)                      | 2,473                 |
| War memorial maintenance                             | 0                 | C9    | (300)             | 0                         | 300                   |
| Shortfield Common maintenance                        | 0                 | C10   | (1,700)           | 0                         | 1,700                 |
| Football pitch maintenance                           | 0                 | C11   | (4,000)           | 0                         | 4,000                 |
|  | (10,737)          |       | (19,400)          | (5,804)                   | 13,596                |
| <b>Community project expenses:</b>                   |                   |       |                   |                           |                       |
| Frensham in Bloom                                    | 0                 | C12   | (250)             | 0                         | 250                   |
| Community activities                                 | (70)              | C13   | (250)             | 0                         | 250                   |
| Other project expenses                               | (145)             |       | 0                 | 0                         | 0                     |
|  | (215)             |       | (500)             | 0                         | 500                   |
| <b>Total general expenditure:</b>                    | <b>(49,055)</b>   |       | <b>(56,800)</b>   | <b>(18,439)</b>           | <b>38,361</b>         |

# Frensham Parish Council

## Reconciliation of monthly expenditures and movements in reserves

|   | £ | £ | £ | August<br>£ |
|---|---|---|---|-------------|
| <b>Reconciliation of monthly expenditures:</b>    |   |   |   |             |
| YTD general expenditure at the end of the month   |   |   |   | 18,439      |
| YTD general expenditure at the start of the month |   |   |   | 15,561      |
| General expenditure in the month                  |   | 0 |   | 2,878       |
| Being:  |   |   |   |             |
| Cheques and other payments                        |   |   |   | 5,071       |
| less recoverable VAT thereon                      |   |   |   | (564)       |
| credit from bank re cheque 2035 presented twice   |   |   |   | (44)        |
|   |   | 0 |   | 4,463       |
| less net expenditure from reserves:               |   |   |   |             |
| - playboat  |   |   |   | (900)       |
| - bench   |   |   |   | (686)       |
| General expenditure in the month                  |   | 0 |   | 2,877       |
| <b>Reconciliation of movement in reserves:</b>    |   |   |   |             |
| Reserves at the end of the month                  |   |   |   | 76,273      |
| Reserves at the start of the month                |   |   |   | 77,858      |
| Movement in the month                             |   | 0 |   | (1,585)     |
| Being:  |   |   |   |             |
| Playboat  |   |   |   | (900)       |
| Memorial Bench                                    |   |   |   | (686)       |
|   |   |   |   | 0           |
| Movement in the month                             |   | 0 |   | (1,586)     |

## Frensham Parish Council

### Balances and reserves as at 31st August 2019

|                                |    | 2018/19<br>Balance b/f |          | Movements in<br>year | 2019/20<br>Balance c/f |
|--------------------------------|----|------------------------|----------|----------------------|------------------------|
| <b>Assets and liabilities:</b> |    |                        |          |                      |                        |
| Bank accounts                  |    | 64,560                 |          | 37,684               | 102,244                |
| VAT recoverable                |    | 49                     |          | 671                  | 720                    |
| Petty cash                     |    | 100                    |          | 0                    | 100                    |
| Deposits                       |    | 500                    |          | 0                    | 500                    |
| Creditors                      |    | 0                      |          | 0                    | 0                      |
|                                |    | 65,209                 |          | 38,355               | 103,564                |
| <b>Represented by:</b>         |    |                        |          |                      |                        |
| <b>General funds:</b>          |    |                        |          |                      |                        |
| Non-reserved                   |    | 282                    | (14,408) | 41,418               | 27,292                 |
| Reserved                       | R1 | 13,000                 | 342      | 0                    | 13,342                 |
| <b>Designated funds:</b>       |    |                        |          |                      |                        |
| Playground fund                | P1 | 1,977                  | 2,000    | 0                    | 3,977                  |
| Development fund               | P1 | 37,500                 | 4,500    | 0                    | 42,000                 |
| Tree Fund                      | P3 | 4,950                  | 2,500    | 0                    | 7,450                  |
| Office Equipment Fund          | P4 | (1,460)                | 1,460    | 0                    | 0                      |
| Legal fund                     | P9 | 0                      | 2,000    | 0                    | 2,000                  |
| <b>Restricted funds:</b>       |    |                        |          |                      |                        |
| Finger posts                   | P5 | 1,574                  | 0        | 0                    | 1,574                  |
| SCC Bacon Lane car park        | P6 | 1,500                  | 0        | 0                    | 1,500                  |
| Other restricted funds         | P7 | 3,287                  | 1,606    | (3,063)              | 1,830                  |
| Highways Fund                  | P8 | 2,600                  | 0        | 0                    | 2,600                  |
|                                |    | 65,210                 | 0        | 38,355               | 103,565                |

Note:

- 1) Deposit refers to amount paid to solicitors, not yet invoiced
- 2) Transfers to other reserves as per budget (£9,500) plus:
  - April - virements agreed Council meeting 13th March 2019 (£3,302)
  - April - donation from Scarecrow Festival (£920)
  - May - donation (£686)
  - June - set-up Legal reserve fund (£2,000)
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- 3) Expenditure:
  - April - benches (£1,200) + £30 install
  - June - dog bin (£248)
  - August - playboat (£900) - bench (£686)

