

Bank Reconciliation: 30th November 2019

Balance per Cash Book 89,408.16

Adj Cash Book Balanc 89,408.16

Balance per Combined Bank Statements:

Current 100.00

Reserve 94,163.67

Total 94,263.67

Opening cash book balance 64,560.47

Income 77,866.70

General expenditure (30,476.51)

Res & Desig expenditure (19,284.90)

Movement in petty cash balance 0.00

Movement in other reserves 0.00

Movement in VAT (3,257.60)

Closing cash book balance 89,408.16

Check: 0.00

Unpresented cheques:

2075 (17.00)

2080 (3,840.00)

2081 (158.62)

2082 (350.00)

2083 (325.00)

2084 (164.89)

Veolia

RBL Poppies

Adj Bank Statements 89,408.16

Difference 0.00

Signed RFO:

Approved:

Date:

Receipts and payments report - general funds

	2018/19 Actual		2019/20 Budget	2019/20 Actual to date	Not yet rec'd/paid	
Income:						
Precept	51,000		53,000	53,000	0	100.0%
Compensatory grant	3,080		2,500	2,760	260	110.4%
Shop rent	2,000		2,000	2,000	0	100.0%
Licence fees	700		880	0	(880)	0.0%
Room hire	0		0	300	300	-
Sports Club contributions	2,764		5,235	0	(5,235)	0.0%
Football club fees	0		3,000	0	(3,000)	-
Interest	94		20	144	124	-
Other income	7,842		0	19,663	19,663	-
Total Income:	67,480		66,635	77,867	11,232	116.9%
Administration expenditure:						
Payroll, tax and NI	(17,680)	A1/A2	(18,100)	(9,993)	8,107	55.2%
Pension costs	(3,134)	A3/A4	(3,000)	(3,438)	(438)	114.6%
Insurance	(8,146)	A5	(4,150)	0	4,150	0.0%
Courses & training	(895)	A6	(1,500)	(360)	1,140	24.0%
Telephone & internet costs	(649)	A7	(750)	(623)	127	83.0%
Elections	(227)	A8	(1,250)	0	1,250	0.0%
Audit	(1,326)	A9	(1,000)	(724)	276	72.4%
Councillors expenses	(28)	A10	(150)	(271)	(121)	181.0%
	(32,085)		(29,900)	(15,410)	14,490	51.5%
Office expenses:						
Grants	(435)	B1	(500)	(100)	400	20.0%
Subscriptions (incl. HALC)	(341)	B2	(750)	(577)	173	77.0%
Consultants (legal, H&S etc.)	(2,480)	B3	(1,000)	(150)	850	15.0%
Website, stationery & publications	(622)	B4	(600)	(113)	487	18.8%
Petty cash expenditure	(43)	B5	(300)	(243)	57	80.9%
Cleaning expenses	(235)	B6	(500)	(366)	134	73.2%
Utilities & W. Heath service charge	(714)	B7	(1,000)	(657)	343	65.7%
Building maintenance	(235)	B8	(750)	(285)	465	38.1%
H&S checks	(465)	B9	(500)	0	500	0.0%
Office equipment	(448)	B10	(1,100)	(254)	846	23.1%
	(6,018)		(7,000)	(2,745)	4,255	39.2%
Recreation Ground & open spaces expenses:						
Bin cleaning	(1,233)	C1	(1,400)	(511)	889	36.5%
Playground repairs & maintenance	(1,356)	C2	(1,500)	(2,279)	(779)	151.9%
Grass cutting - Gavin Jones contract	(4,189)	C3	(3,900)	(5,831)	(1,931)	149.5%
Hollowdene maintenance	(492)	C4	(1,000)	0	1,000	0.0%
Ground maintenance	(1,262)	C5	(1,000)	(159)	841	15.9%
Winter roads	0	C6	(500)	0	500	0.0%
Tree maintenance	(1,100)	C7	(1,600)	(1,440)	160	90.0%
Hedge cutting	(1,105)	C8	(2,500)	(2,077)	423	83.1%
War memorial maintenance	0	C9	(300)	0	300	0.0%
Shortfield Common maintenance	0	C10	(1,700)	0	1,700	0.0%
Football pitch maintenance	0	C11	(4,000)	0	4,000	0.0%
	(10,737)		(19,400)	(12,297)	7,103	63.4%
Community project expenses:						
Frensham in Bloom	0	C12	(250)	(25)	225	9.9%
Community activities	(70)	C13	(250)	0	250	0.0%
Other project expenses	(145)		0	0	0	
	(215)		(500)	(25)	475	4.9%
Total general expenditure:	(49,055)		(56,800)	(30,477)	26,323	53.7%
Sub-total: Total income less general expen	18,425		9,835	47,390	37,555	

Frensham Parish Council

Reconciliation of monthly expenditures and movements in reserves

	£	£	£	November £
Reconciliation of monthly expenditures:				
YTD general expenditure at the end of the month				30,477
YTD general expenditure at the start of the month				25,689
General expenditure in the month		0		4,788
Being:				
Cheques and other payments				24,655
less recoverable VAT thereon				(3,295)
Refund of Shortfield Common Track funds				(349)
		0		21,010
less net expenditure from reserves:				
Tennis club				(13,022)
Shortfield Common track				(3,200)
General expenditure in the month		0		4,788
Reconciliation of movement in reserves:				
Reserves at the end of the month				77,992
Reserves at the start of the month				93,530
Movement in the month		0		(15,538)
Being:				
Shortfield Track				(3,200)
Tennis Court Lights				(13,022)
Refund of Shortfield Common Track funds				(349)
From SCC				1,033
				0
Movement in the month		0		(15,538)

Frensham Parish Council

Balances and reserves as at 30th November 2019

		2018/19		Movements in	2019/20
		Balance b/f		year	Balance c/f
Assets and liabilities:					
Bank accounts		64,560		24,848	89,408
VAT recoverable		49		3,258	3,307
Petty cash		100		0	100
Deposits		500		0	500
Creditors		0		0	0
		65,209		28,105	93,314
		2018/19	Transfers	Movements in	2019/20
		Balance b/f		year/expenditure	Balance c/f
Represented by:					
General funds:					
Non-reserved		282	(32,349)	47,390	15,323
Reserved	R1	13,000	342	0	13,342
Designated funds:					
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
Restricted funds:					
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	3,325	(3,063)	3,549
Highways Fund	P8	2,600	0	0	2,600
Tennis Club	P10	0	13,022	(13,022)	0
Shortfield Common Track	P11	0	3,200	(3,200)	0
		65,210	0	28,105	93,315

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)
 - Sept - donation (£686)
 - Oct/Nov- Shortfield Track (£3,200) Tennis Courts £13,022)
 - Nov - SCC - Wet pour (£1,033)
- 3) Expenditure:
 - April - benches (£1,200) + £30 install
 - June - dog bin (£248)
 - August - playboat (£900) - bench (£686)
 - Nov - Tennis club (£13,022) and Shortfield track (£3,200)

Frensham Parish Council

Cheques raised and other payments November 2019

Date	Payee	Cheque number/ payment method	£
Cheques:			
30.10.19	Mark Welby - Shortfield Tree Survey	2071	720.00
06.11.19	Sue Millerchip - Cleaning	2072	44.00
06.11.19	Luminance Pro - Tennis Floodlights	2073	15,626.40
06.11.19	Sakura Tree Services - Hedge cutting	2074	2,050.00
13.11.19	Prism Windows	2075	17.00
13.11.19	Sharon Turner Mumford Willets Heath Plants	2076	29.56
13.11.19	Rachel Audsley - Salary	2077	784.00
21.11.19	HMRC - PAYE	2078	205.65
21.11.19	Surrey CC Pension Fund	2079	221.16
21.11.19	JC Aldred Services Ltd - S/Field Track	2080	3,840.00
21.11.19	C Bonner - Fence Repair Willets Heath/Bowls	2081	158.62
27.11.19	D Birch - Refund for drainage S/Field Track	2082	350.00
28.11.19	Lightatouch Audit	2083	325.00
28.11.19	Surrey ALC Ltd (SALC Subs)	2084	164.89
			24,536.28
Non-cheque payments:			
19.11.19	BT	DD	93.73
28.11.19	SWALEC	DD	14.95
04.11.19	Castle Water	DD	9.56
Total for month:			24,654.52

Approved: _____

Date: _____