Tandridge Parish Council

Final Accounts Year Ending 31 March 2015

Louise Meehan, Responsible Financial Officer, 1 June 2015

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TANDRIDGE PARISH COUNCIL PAYMENTS 2014-15

2014-15	S Chq #	Payee	Description	Total Payment	Clerk Salary	РАҮЕ	Expenses	Office	Audit	Subs	lns	Glebe Lease	APA	s137	Poppy	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT
Apr	√ 951	Post Office	PAYE	142.40		142.40																
Apr	√ 952	T McCormack	Expenses	27.16			27.16															
Apr	√ 953	T McCormack	Salary	189.65	189.65																	
Apr	√ 954	M R Dawson	Memorial repair	340.00												340.00						
Apr	√ 955	SALC	Subs	191.85						191.85												
Apr	√ 956	CPRE	Subs	36.00						36.00												
Apr	√ 957	D Withers	Grass cutting 2013	1,000.00													1,000.00					
May	n/a 958	Cancelled cheque	Ŭ	,													,					
May	√ 959	Hever Landscapes	Tree work	402.00														335.00				67.00
May	√ 960	T McCormack	Salary	189.85	189.85																	
May	√ 961	T McCormack	Expenses	34.60			34.60															
May	√ 962	W Taylor	Catering	70.00									70.00									
June	√ 963	T McCormack	Salary	189.85	189.85																	
June	√ 964	T McCormack	Expenses	28.09			28.09															
June	√ 965	Hollyhurst Ltd	Internal Audit	50.00					50.00													
June	√ 966	Broker Network Ltd	Insurance	280.93							280.93											
Jul	√ 967	Post Office	PAYE	142.20		142.20																
Jul	√ 968	T McCormack	Salary	369.85	369.85																	
Jul	√ 969	TDC	Dog Bin installation	204.00												204.00						
Jul	√ 970	Oxted CAB	Grant	50.00										50.00								
Jul	√ 971	St Catherine's	Grant	50.00										50.00								
Jul	√ 972	Surrey Playing Fields	Subs	20.00						20.00												
Jul	√ 973	Victim Support	Grand	50.00										50.00								
Jul	√ 974	TVSC	Subs	10.00						10.00												
Jul	√ 975	Air Ambulance	Grant	70.00										70.00								
Jul	√ 976	T McCormack	Expenses	64.08			64.08															
Jul	√ 977	I Stamp	APA expenses	51.93									51.93									
Jul	√ 978	Nelson Tree Care	Chestnut	700.00													700.00					
Sept	√ 979	T McCormack	Salary	243.45	243.45																	
Sept	√ 980	T McCormack	Expenses	45.10			45.10															
Sept	√ 981	L Meehan	Salary (August)	188.60	188.60																	
Sept	√ 982	L Meehan	Expenses	29.00			29.00															
Sept	√ 983	Strutt & Parker	Glebe Lease	500.00								500.00										
Sept	√ 984	British Legion	Wreaths	51.00											51.00							
Oct	√ 985	HMRC PAYE	PAYE	47.40		47.40																
Oct	√ 986	L Meehan	Salary (Sept)	236.00	236.00																	
Oct	√ 987	L Meehan	Expenses	45.00			45.00															
Oct	√ 988	L Meehan	Tax refund/Salary (Aug)	47.40	47.40																	

					Clerk Salary	PAYE	Expenses	Office	Audit	Subs	sul	Glebe Lease	АРА	s137	Poppy	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	ИАТ
			Total Payments	10,675.14	3,088.65	332.00	468.03	0.00	86.00	355.85	280.93	500.00	121.93	220.00	51.00	544.00	2,200.00	1,253.77	761.00	60.00	123.98	228.00
Mar	,	1012 Louise Meehan	Salary (Mar)	£435.00 £242.00	242.00													435.00				
Mar Mar	ľ.	1011 Louise Meehan 1012 Ben Ford Fencing	Expenses Repair fence	£39.00 £435.00			39.00											435.00				
Mar		1010 Louise Meehan	Salary (Feb)	£242.00	242.00		20.00															
Feb		1009 A Leach	Ditch Flail	£40.00															40.00			
Feb		1008 D O'Mahony	Hedgecutting	£120.00														120.00				
Feb	\checkmark	1007 D Withers	Grass cutting 2014	£500.00													500.00					
Feb	\checkmark	1006 Louise Meehan	Expenses	£39.00			39.00															
Feb	\checkmark	1005 Louise Meehan	Salary (Jan)	£242.00	242.00																	
Jan	\checkmark	1004 Surrey Hills	Membership	£25.00						25.00												
Jan	\checkmark	1003 Louise Meehan	Expenses	£39.00			39.00															
Jan	\checkmark	1002 Louise Meehan	Salary (Dec)	£236.00	236.00																	
	\checkmark		support	2100.00																	100.00	
Dec		1001 parishcouncil.net	Website hosting and	£100.00			55.00															
Dec	Ž	1000 Louise Meehan	Expenses	£39.00	230.00		39.00															
Dec	ľ./	998 Hever Landscapes 999 Louise Meehan	Salary (Nov)	£342.00 £236.00	236.00														285.00			57.00
Nov Nov	√ g		Removal of debris	£38.00 £342.00						38.00									205.00			57.00
Nov	√ g		Grass cutting Clerk's membership	£363.77						00.00								363.77				
Nov		995 Louise Meehan	Expenses	£39.00			39.00															
Nov		994 Louise Meehan	Salary (Oct)	£236.00	236.00																	
Oct		993 ICO	Data protection	35.00						35.00												
Oct		992 Hever Landscapes	Tree work	523.20															436.00			87.20
Oct	√ g		Chairs Networking	72.00																60.00		12.00
Oct	√ g		External audit	36.00					36.00													
Oct	√ 9		Domain name	28.78																	23.98	4.80

TANDRIDGE PARISH COUNCIL RECEIPTS 2014-15

Month 2014	S	Details		Total Receipts	Precept	Interest	VAT	Grants	Other
Apr	\checkmark	Tandridge District Council	Precept	3,500.00	3,460.50			39.50	
June	\checkmark	St Peters Church	Lychgate	340.00					340.00
Aug	\checkmark	HMRC	VAT refund	120.26			120.26		
Jul	\checkmark	St Peters Church	Parking	130.00					130.00
Sept	\checkmark	St Peters Church	Parking	20.00					20.00
Sept	\checkmark	Tandridge District Council	Precept	3,500.00	3,460.50			39.50	
				7,610.26	6,921.00	0.00	120.26	79.00	490.00

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TANDRIDGE PARISH COUNCIL SUMMARY OF RECEIPTS & PAYMENTS 2014-15

Payments		Receipts	
	£		£
Clerk Salary	3088.65	Precept	6921.00
PAYE	332.00	Interest	0.00
Expenses	468.03	Grants	79.00
Office	0.00	Other	490.00
Audit	86.00	VAT	120.26
Subs	355.85		
Insurance	280.93		7,610.26
Glebe Lease	500.00		
APA	121.93		
Poppy wreath	51.00		
s137	220.00		
General maintenance	544.00		
Glebe Field	2200.00		
Millennium Field	1253.77		
Jubilee Field	761.00		
Training & Events	60.00		
Website	123.98		
VAT	228.00		
	10,675.14		

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT Year End 31st March 2015

Balance as at 31 March 2014	Lloyds Bank account 1608845 Abbey account K1223398 TAN	6,599.34 9.17	
	o/s cheques	None	6,608.51
Total Receipts			7,610.26
Less Total Payments			-10,675.14
Balance			3,543.63
Reconciliation			
Balance as at 26 March 2015	Lloyds Bank account 1608845	3,534.46	
	Abbey account K1223398 TAN	9.17	0.540.00
Less O/S payments (cheques)			3,543.63
		0.00	
			0.00
			3,543.63

TANDRIDGE PARISH COUNCIL BUDGET 2014-15 to end of year

	Budget 14/15	Actual to date:	Difference	Explanation of differences/comments
		31/03/2015		
Clerks salary	£2,280	£3,089	£809	This will increase against budget as Louise's net pay will not have any tax deducted and there is also an overlap of two salaries in August 2014. (LM salary £242p.m.)
PAYE	£572	£332	-£240	LM doesn't pay tax as under threshold, but difference is allocated to salary.
Expenses	£450	£468	£18	£24pm petrol & £15 home working allowance p.m.
Office	£0	£0	£0	Printer ink (estimate), laminating papers
Church light electricity	£125	£O	-£125	We haven't been billed for this for the last couple of years but added it in just in case, if not billed again this year it can permanently be removed from the budget.
Internal & annual audit	£150	£86	-£64	Extra charge incurred for sending additional info for external audit.
Subscriptions	£400	£356	-£44	SCAPTC/SLCC/CPRE/ICO
Parish Council insurance	£320	£281	-£39	Increase lower than anticipated
Poppy wreath/Chairmans allowance	£36	£51	£15	Two years back payment and this year paid for.
Glebe Field lease	£500	£500	£0	
Annual Assembly	£160	£122	-£38	
S137/S142 payments	£300	£220	-£80	Grant payments
General Parish Maintenance	£1,390	£544	-£846	Cost to date incl. £340 for war memorial although donation received from Sally Walker to cover this cost so technically a zero cost. Incl. £500 budgeted for tree survey and £140 for dog bin.
Glebe Field Maintenance	£1,300	£2,200	£900	Dave Withers has been paid £1,000 in this year for last year's grass cutting which has now been renegotiated and will only be £500 pa for a reduced number of cuts. £700 incurred for cutting down the chestnut which was budgeted at £385 for reducing. Additional £500 invoiced by D. Withers - TBD.
Millenium Field Maintenance	£590	£1,254	£664	Tree surgery (Hever): beech (deadwood removed & crown thinned) and large ash (deadwood removed) and cut back ivy & scrub from hedge on school boundary). £364 from St Peters for grass cutting. £180 paid to Dave O'Mahony for hedgecutting.
Jubilee Field Maintenance	£100	£761	£661	£721 for cutting down & removing conifers. £40 ditch flail T, Leach.
Training/Seminars	£0	£60	£60	
Website	£100	£124	£24	£6Hosting charged at £100. £24 for domain name renewal (unbudgeted).
VAT paid out to date		£228	£228	
	£8,773	£10,675	£1,902	

TANDRIDGE PARISH COUNCIL - 2014/2015 EXPLANATION OF VARIATIONS

Annual Precept	2013/2014 £6,000	2014/2015 £6,921	Difference £921	% diff 15%	Expl req? Yes	Reason Planned increase to bring precept up to a level which will enable the Parish Council to carry out more of its duties, specifically maintaining its assets (parish land)
Other receipts	£856	£689	-£167	-20%	Yes	Awaiting payment from local church for car parking costs which would normally be included.
Staff costs	£2,876	£3,889	£1,013	35%	Yes	New clerk appointed, short handover period meant that two clerks being paid at the same time. 'Working from home' and 'mileage' expenses included in staff costs for this year's return.
Total other costs	£5,152.00	£6,786.00	£1,634.00	32%	Yes	Increased funds required for tree work and to maintain parish-owned land.
Total fixed assets	£0.00	£11,300.00	£11,300.00	100%	Yes	Although all items were adequately insured, there was not a formal asset register in place before now.