Tandridge Parish Council

Q3 Finance Report Up to 31 December 2016

Louise Meehan, Responsible Financial Officer, February 2017

TANDRIDGE PARISH COUNCIL

PAYMENTS 2016-17

Month	•	o	Chq # Payee	tion	Total /ment	alary	РАҮЕ	ses	Office	Audit	Subs	ance	ecutting & tree tagging	APM	s137	man ance	General tenance	Glebe	nium	Jubilee	ning	Website	VAT
Ĕ			0 2	Description	Total Payment	Clerk Salary	đ	Expenses	ō	٩	S	Insurance	Hedgecutting & tree tagging		0,	Chairman allowance	General Maintenance	ō	Millennium	Jub	Training	Web	
Ap	or	s	SO Louise Meehan	– Salary (April)	193.60	193.60							Ŧ				Σ						
Ar Ar		-	1142 HMRC	PAYE Tax (April)	48.40	193.00	48.40																
Ap			1144 Louise Meehan	Expenses	18.00		40.40	18.00															
Ap			1143 SSALC	Annual membership	197.13			10.00			197.13												
		s	SO Louise Meehan	Salary (May)	193.60	193.60																	
			1145 HMRC	PAYE Tax (May)	48.40		48.40																
			1146 Louise Meehan	Expenses	38.16			26.00	12.16														
Ju	,	s	SO Louise Meehan	Salary (June)	193.60	193.60		20.00															
Ju		s '	1151 HMRC	PAYE Tax (June)	49.00		49.00																
Ju	ın		1147 Louise Meehan	Expenses	34.00			34.00															
Ju			1148 Peter Frost	Internal audit	122.13					122.13													
Ju			1150 Insurance Broker		298.91							298.9 ⁻	1										
Ju	ıl		1152 HMRC	PAYE Tax (July)	49.00		49.00																
Ju	ıl	s	SO Louise Meehan	Salary (July)	193.60	193.60																	
Ju	ıl	s '	1153 Louise Meehan	Expenses	57.54			57.54															
Ju	ıl	s '	1154 Wendy Taylor	Catering	100.00									100									
Ju	ul 🛛	s ·	1155 Ivor Stamp	Refeshments	59.00									59									
Au	ug	s	SO Louise Meehan	Salary (Aug)	196.00	196.00																	
Se	ept	s	SO Louise Meehan	Salary (Sept)	196.00	196.00																	
Se	ept	s '	1156 HMRC	PAYE Tax (Aug & Se	98.00		98.00																
Se	ept	s '	1157 Louise Meehan	Expenses	18.00			18.00															
Se	ept	s '	1158 Strutt & Parker	Glebe Feld lease	500.00													500.00					
Se	ept	s '	1159 Royal British Leg	i Poppy Appeal	25.00										25.00								
Se	ept	s '	1160 SSALC Ltd	Legal & Finance Day	108.00																90		18.00
Se	ept	s '	1161 Tandridge	Subscription	10.00																		
			Voluntary																				
			Service Council								10.00												
0	ct	s	SO Louise Meehan	Salary (Oct)	196.00	196.00																	
No	ov	S	1163 HMRC	PAYE Tax (Oct & Nov)	98.00		98.00																
0	ot	s	SO Louise Meehan	Salary (Nov)	196.00	196.00																	
0		-	1162 Louise Meehan	Expenses	46.78	190.00		18.00														28.78	
0			1164 SLCC	Clerk's membership	77.00			10.00														20.70	
0	CI.	3	1104 3200	Clerk S membership	11.00						77.00												
N	ov	s	SO Louise Meehan	Salary (Dec)	196.00	196.00					11.00												
N			1165 HMRC	PAYE Tax (Dec)	49.00	130.00	49.00																
N			1166 Louise Meehan	Expenses	18.00			18.00															
	ov		1167 East Surrey	Donation	100.00			10.00															
	. v		Museum	Solution	100.00										100.00								
De	ес			Salary (Jan)	196.00	196.00									100.00								

Dec	1	168 HMR	С	PAYE Tax (Dec & Jan)	98.00		98.00																
Dec	1	169 Louis	e Meehan	,	53.00			53.00															
					4,368.85	1,950.40	537.80	242.54	12.16	122.13	284.13	298.91	0	159.00	125.00	0.00	0.00	500.00	0.00	0.00	90.00	28.78	18.00
Month S	1	Chq #	Payee	Description	Total Payments	Clerk Salary	РАҮЕ	Expenses	Office	Audit	Subs	Insurance	Hedgecutting & tree tagging	АРМ	s137	Рорру	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	νат

TANDRIDGE PARISH COUNCIL RECEIPTS 2016/17

Month 2016/1		From	Details	Total Receipts	Precept	Interest	VAT	Other
Apr	S	Tandridge District Council	Precept	5,000.00	5,000.00			
May	S	HMRC	VAT rebate	827.50			827.50	
Jul	s	Tandridge Fete Committee	Hire Glebe	50.00				50.00
Aug	s	SSALC	Transparency Fund	501.50				501.50
Sept	s	Tandridge District Council	Precept	5,000.00	5,000.00			
				11,379.00	10,000.00	0.00	827.50	551.50

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 December 2016

Balance b/f as at 31 March 2016	Lloyds treasurers account no. 01608845 Santander treasurers a/c KO1223398	2,838.70 9.17	2,847.87
	o/s cheques/lodgements	None	
Total Receipts Less Total Payments			11,379.00 -4,368.85
Balance		-	9,858.02
<u>Reconciliation</u>			
Balance as at 31 December 2016	Lloyds treasurers account no. 01608845 Santander treasurers a/c KO1223398	10,362.85 9.17	10,372.02
	Less O/S payments PAYE Tax (Dec) Expenses Donation to East Surrey Museum Salary (Jan) PAYE Tax (Dec & Jan) Expenses Add O/S lodgements	49.00 18.00 100.00 196.00 98.00 53.00 0.00	
		-	514.00

9,858.02

TANDRIDGE PARISH COUNCIL BUDGET 2016/17 to 7 February 2016

	2015/16	Budget	Actual to	Difference/	Forecast	Explanation of differences/comments
	Year end	16/17	date	Budget	16/17	
	Actual			remaining		
Clerks salary + PAYE	2,904	2,933	2,488	445	2,933	Current NJC salary point 24 £11.19 per
						hour. 5 hours pw. £242 per month.
						Potential 1% increase would be
						announced by NALC.
Hedgecutting Contract and tree		1,685	-	1,685	1,685	To cut all the hedges twice a year in 3
tagging.						fields including the hedge at the
						cottages and the Bund at Jubilee field.
						£400 tree tagging.
Glebe Field Maintenance	1,100	1,500	500	1,000	1,000	£500 p.a. for grass cutting. £500 for
						lease. £500 for kissing gate.
General Parish Maintenance	1,600	500	-	500	650	Noticeboard
Subscriptions	343	315	284	31	309	SALC £161.82 / NALC £35.31 SLCC
						£80 / ICO £35
Expenses	338	312	243	69	245	£16pm petrol & £10 home working
						allowance p.m. Reduced as JH & IS
						posting minutes on boards.
Millenium Field Maintenance	296	300	-	300	300	£296 St Peters for grass cutting
						(2015/16).
Training/Seminars	498	300	90	210	90	
Parish Council insurance	289	290	299	- 9	299	Year two of three year agreement in
						place
Internal & annual audit	241	240	122	118	122	Internal and external audit costs.
S137/S142 payments	100	200	125	75	125	Grant payments. To consider: Oxted
						CAB, St Catherine's, Victim Support, Air
						Ambulance, Crimestoppers, others?,
						TVSC £10, cpre £40,
Office/Admin	158	150	12	138	50	Printer ink (estimate), laminating papers
Annual Assembly	145	150	159	- 9		Food & drink
Website	-	124	29	95	129	Hosting charged at £100. £24 for
						domain name renewal, now registered
						for two years.
Poppy wreath/Chairmans allowance	25	25	-	25	25	Royal British Legion wreath donation
Glebe Field lease	500		-	-		
Jubilee Field Maintenance	-		-	-		Ditch maintenance covered in hedge
						cutting contract
VAT paid out to date	560		18			
	£9,096	£9,024	£4,369		£8,121	
		Budget	Actual to	Difference/	Forecast	
		16/17	date	Budget	16/17	
				remaining		

CASH FLOW TO DATE

Opening balance	2,848
Add Total Income	11,379
Minus Total Expenses	4,369
Minus Total Reserves	4,100
Cash Balance as at 30/11/16	5,758

FORECAST YEAR END 2016/17

Opening balance	2,848
Add Total Forecast Income	11,379
Minus Total Forecast Expenses	8,121
Forecast year end 16/17	6,106

RESERVES TARGET 2016/17General reserves3,500Car park maintenance fund500Election 2019100Total4,100

Forecast year end 16/17	6,106
Minus reserves target	4,100
Forecast Surplus	2,006