Tandridge Parish Council

Q3 Finance Report
To 31 December 2015

TANDRIDGE PARISH COUNCIL PAYMENTS 2015-16

Month	Ø	Chq #	Payee	Description	Total Payment	Clerk Salary	PAYE	Expenses	Office	Audit	SqnS	sul	Glebe Lease	APM	s137	Chairman allowance	General Maintenance	Glebe	Millennium	Jubilee	Training	Website
Apr Apr Apr	s s s	1015	Mrs L Meehan Mrs L Meehan Mrs L Meehan Surrey ALC Ltd	Salary (Apr) Expenses (Apr) Printer ink Membership 15-16	242.00 39.00 13.88 191.05	242.00		39.00	13.88		191.05						_					
Apr May May May	s s s	1018	Mrs L Meehan Mrs L Meehan Broker Network	Salary (May) Expenses Insurance	242.00 60.92 289.36	242.00		39.00	21.92		191.05	289.36		77.00								
May June June	s s	SO 1020 1021	Wendy Taylor Mrs L Meehan Mrs L Meehan Alan Essex	Food for APM Salary (June) Expenses (June) Flyers for APM	77.00 242.00 31.00 23.00	242.00		31.00						77.00 23.00							400.00	
June June July July	s s s	1023 SO 1024	SALC Peter Frost Louise Meehan Ivor Stamp	Training Internal Audit Salary (July) APM Expenses	120.00 141.38 242.00 45.31	242.00		04.00		141.38				45.31							100.00	
July July July Aug Sept	s s s	1025 1026 1027 SO SO	Mrs L Meehan St Peters School TDC Louise Meehan Louise Meehan	Expenses Grass cutting Election costs Salary (August) Salary (September)	31.00 295.56 90.32 242.00 242.00	242.00 242.00		31.00	90.32										295.56			
Sept Sept Sept	s s	1028 1029	Louise Meehan CPRE Royal British	Expenses Membership Wreath	31.00 40.00 25.00	242.00		31.00			40.00					25.00						
Sept			Legion Strutt & Parker	Lease Glebe Field	500.00								500.00			20.00						
Sept Sept			Oxted Citizens Advice Bureau First Community	Donation/grant Donation/grant	50.00										50.00							
Oct Oct Oct Oct	s s s	1120 1121	Responders Louise Meehan Louise Meehan BDO SSALC	Salary Expenses External audit Chairs Networking	193.60 31.00 120.00 72.00	193.60		31.00		100.00											60.00	
Oct Nov Nov	s s s	1122 SO 1123	SSALC Louise Meehan HMRC	Planning Event Salary (October) PAYE Tax	60.00 193.60 48.40	193.60	48.40														50.00	

Nov			Expenses	24.48			18.00	6.48												07.5	
Nov			Legal & Finance day							35.00										87.5	
Nov			Data protection	35.00						33.00							000 00				
Nov		•	Licence for events p		400.00												600.00				
Dec	s S	Louise Meehan	Salary (November)	193.60	193.60																
Dec	s 11	28 HMRC	PAYE Tax	48.40		48.40															
Dec	s 11	29 Louise Meehan	Expenses incl. printer ink	51.00			34.00	17.00													
Dec	s 11	30 SSALC	Chairmans Briefing	120.00																	
			· ·																	120.00	
Dec	11	31 SLCC	Clerk's membership	77.00																	
										77.00											
				5,689.86	2,032.80	96.80	254.00	149.60	241.38	343.05	289.36	500.00	145.31	100.00	25.00	0.00	600.00	295.56	0.00	417.50	0.00
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Month		Chq Paye	scriptio	Tota Payment	Salar	PAYI	Expense	Offic	Ā	Sub	_	-ea	AP	S.	Рорру	an	Gleb	enniu	Jubile	Training	Website
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TANDRIDGE PARISH COUNCIL RECEIPTS 2015-16

Month 2014	S	From	Details	Total Receipts	Precept	Interest	VAT	Other
Apr	s	Tandridge District Council	Precept	4,000.00	4,000.00			
Apr	S	Lloyds Bank	Compensation	50.00				50.00
June	S	St Peters Church	Parking	250.00				250.00
Sept	S	Tandridge District Council	Precept	4,000.00	4,000.00			
				8,300.00	8,000.00	0.00	0.00	300.00

TANDRIDGE PARISH COUNCIL SUMMARY OF RECEIPTS & PAYMENTS 2015/16

Payments		Receipts	
•	£	•	£
Clerk Salary	2032.80	Precept	8000.00
PAYE	96.80	Interest	0.00
Expenses	254.00	Other	300.00
Office	149.60	VAT	0.00
Audit	241.38		
Subs	343.05		8,300.00
Insurance	289.36		
Glebe Lease	500.00		
APA	145.31		
Poppy wreath	25.00		
s137	100.00		
General maintenance	0.00		
Glebe Field	600.00		
Millennium Field	295.56		
Jubilee Field	0.00		
Training & Events	417.50		
Website	0.00		
VAT	199.50		
- -	5,689.86		

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 December 2015

Balance b/f as at 31 March 2015	Bank	3,534.46	3,534.46
	o/s cheques	None	

Total Receipts 8,300.00
Less Total Payments -5,689.86

Balance 6,144.60

Reconciliation

Balance as at 31 December 2015 Bank 6,221.60

6,221.60

Less O/S payments (cheques) 1131 SLCC Clerk's membership 77.00

77.00

6,144.60

Projected surplus/reserves	
Bank balance	6,144.60
Add spend to date	5,689.86
Minus forecast	-8,443.00
Surplus forecast	3,391.46

TANDRIDGE PARISH COUNCIL BUDGET 2015-16 To 31 December 2015

	Budget 15/16	Actual to date:	Remaining budget	Forecast to year end	·
Clerks salary	£2,919	£2,033	£886		Current NJC salary point 24 £10.95 per hour. Salary point 25 = £11.51
PAYE	£0	£97	-£97		LM now pays tax as over tax threshold. No National Insurance for this role.
Expenses	£500	£254	£246		£24pm petrol & £15 home working allowance p.m.
Office/Admin	£100	£150	-£50	£150	Printer ink (estimate), laminating papers, stamps Includes £90.32 election costs from TDC.
Internal & annual audit	£150	£241	-£91		External audit was charged as expenses last year over £10k
Subscriptions	£330	£343	-£13		SALC £191 (paid) / SLCC £40 / CPRE £40 / ICO £0 / Surrey Fields £20 / TVSC £10 / Surrey Hills £25
Parish Council insurance	£285	£289	-£4	£289	Year two of three year agreement in place
Poppy wreath/Chairmans allowance	£30	£25	£5	£25	Royal British Legion wreath
Glebe Field lease	£500	£500	£0	£500	Paid to Strutt & Parker
Annual Assembly	£150	£145	£5	£145	
S137/S142 payments	£220	£100	£120		Grant payments this year made to Oxted CAB and First Community Responders.
General Parish Maintenance	£500	£0	£500		Wealdens have not been paid to date. £1640 due to be invoiced.
Glebe Field Maintenance	£1,000	£600	£400	£1,100	Dave Withers £500 p.a. for grass cutting. Hedge maintenance included in General Parish Maintenance total. Includes £600 legal costs for events licence.
Millenium Field Maintenance	£1,000	£296	£704	£300	£364 from St Peters for grass cutting in 2014/15. Hedge maintenance included in General Parish Maintenance total.
Jubilee Field Maintenance	£500	£0	£500	£0	Included in general parish maintenance
Training/Seminars	£150	£418	-£268	£300	You will go over budget on training this year
Website	£100	£0	£100	£100	Hosting charged at £100. £24 for domain name renewal, now registered for two years.
VAT paid out to date		£200	-£200	-£80	
	£8,434	£5,690	£2,744	£8,443	