Tandridge Parish Council

End of Year Report To 31 March 2016

TANDRIDGE PARISH COUNCIL PAYMENTS 2015-16 to 31 March 2016

Month	Ø	Chq # Payee	Description	Total Payment	Clerk Salary	PAYE	Expenses	Office	Audit	Subs	sul	Glebe Lease	АРМ	s137	Chairman allowance	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT
Apr Apr Apr Apr May May June June June June Juny July July July		SO Mrs L Meehan 1014 Mrs L Meehan 1015 Mrs L Meehan 1016 Surrey ALC Ltd SO Mrs L Meehan 1017 Mrs L Meehan 1018 Broker Network 1019 Wendy Taylor SO Mrs L Meehan 1020 Mrs L Meehan 1021 Alan Essex 1022 SSALC Ltd 1023 Peter Frost SO Louise Meehan 1024 Ivor Stamp 1025 Mrs L Meehan 1026 St Peters School	Salary (Apr) Expenses (Apr) Printer ink Membership 15-16 Salary (May) Expenses Insurance Food for APM Salary (June) Expenses (June) Flyers for APM Training Internal Audit Salary (July) APM Expenses Expenses	242.00 39.00 13.88 191.05 242.00 60.92 289.36 77.00 242.00 31.00 23.00 120.00 141.38 242.00 45.31 31.00 295.56	242.00 242.00 242.00		39.00 39.00 31.00	13.88	141.38	191.05	289.36		77.00 23.00 45.31					295.56		100.00		20.00
July Aug Sep	s s s	1027 TDC SO Louise Meehan SO Louise Meehan	Election costs Salary (August) Salary (September)	90.32 242.00 242.00	242.00 242.00		04.00	90.32										230.30				
Sep	S	1028 Louise Meehan 1029 CPRE 1030 Royal British Legion	Expenses Membership Wreath	31.00 40.00 25.00			31.00			40.00					25.00							
		1116 Strutt & Parker1117 Oxted Citizens Advice Bureau	Lease Glebe Field Donation/grant	500.00								500		50.00								
Sep	S	1118 First Community Responders	Donation/grant	50.00										50.00								
Oct Oct Oct Oct Oct Nov	s s s	SO Louise Meehan 1119 Louise Meehan 1120 BDO 1121 SSALC 1122 SSALC SO Louise Meehan 1123 HMRC	Salary (October) Expenses External audit Chairs Networking Planning Event Salary (November) PAYE Tax	193.60 31.00 120.00 72.00 60.00 193.60 48.40	193.60 193.60	48.40	31.00		100.00											60.00 50.00		20.00 12.00 10.00

Nov Nov		1124 Louise Meehan 1125 SSALC	Expenses Legal & Finance day	24.48 105.00			18.00	6.48												87.5		17.50
Nov	s	1126 ICO	Data protection	35.00						35.00												
Nov	s	1127 Wellers Hedleys	Licence for events p														600.00					120.00
Dec	s	SO Louise Meehan	Salary (December)	193.60	193.60																	
Dec	s	1128 HMRC	PAYE Tax	48.40		48.40																
Dec		1129 Louise Meehan	Expenses incl.	51.00			34.00	17.00														
			printer ink																			
Dec	s	1130 SSALC	Chairmans Briefing	120.00																		
_																				100.00		20.00
Dec	S	1131 SLCC	Clerk's membership	77.00						77.00												
Jan	s	SO Louise Meehan	Salary (January)	193.60	193.60					77.00												
Jan	-	1132 HMRC	PAYE Tax	48.40	100.00	48.40																
Jan		1133 Louise Meehan	Expenses	18.00		.00	18.00															
Jan	s	1134 SSALC	New Councillor	120.00																		
			Training																	100		20.00
Feb	S	SO Louise Meehan	Salary (February)	193.60	193.60																	
Feb	S	1135 HMRC	PAYE Tax (January and back-dated)	96.80		96.80																
		4400 '	•	00.00			00.00															
Feb Feb		1136 Louise Meehan 1137 Louise Meehan	Expenses Laminating pouches	26.00 8.00			26.00	8.00														
reb	5	1137 Louise Meenan	Laminating pouches	8.00				0.00														
Feb	s	1138 D. Withers	Grass cutting	500.00													500					
Mar	s	SO Louise Meehan	Salary (March)	193.60	193.60																	
Mar	s	1139 HMRC	PAYE Tax (March)	48.40		48.40																
Mar		1140 Louise Meehan	Expenses	39.50			39.50															
Mar	S	1141 Wealdens	Hedge cutting	1920.00												1600						320.00
			contract 2015																			
				9,095.76	2,613.60	290.40	337.50	157.60	241.38	343.05	289.36	500	145.31	100.00	25.00	1,600.00	1,100.00	295.56	0.00	497.50	0.00	559.50
£	S	# 0	Ę	Total							su		_			•		Ε				VAT
Month		Chq # Payee	ptic	Payments	Salary	PAYE	Expenses	Office	Audit	Sabs	=	.ease	AP/	s137	Рорру	anc	Glebe	niu	Jubilee	Training	Website	>
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			Description		Clerk		ш					Glebe				lai.		Ξ				
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																General Maintenance						
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TANDRIDGE PARISH COUNCIL RECEIPTS 2015-16 to 31 March 2016

Month 2015/16	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			
Feb	S	St Peters Church	Parking	100.00				100.00
				8,400.00	8,000.00	0.00	0.00	400.00

TANDRIDGE PARISH COUNCIL SUMMARY OF RECEIPTS & PAYMENTS 2015/16 to 31 March 2016

Payments		Receipts
•	£	£
Clerk Salary	2613.60	Precept 8000.00
PAYE	290.40	Interest 0.00
Expenses	337.50	Other 400.00
Office	157.60	VAT 0.00
Audit	241.38	
Subs	343.05	8,400.00
Insurance	289.36	
Glebe Lease	500.00	
APA	145.31	
Poppy wreath	25.00	
s137	100.00	
General maintenance	1600.00	
Glebe Field	1100.00	
Millennium Field	295.56	
Jubilee Field	0.00	
Training & Events	497.50	
Website	0.00	
VAT _	559.50	
_	9,095.76	

TANDRIDGE PARISH COUNCIL BUDGET 2015-16 To 31 March 2016

	Budget 15/16	Actual Year End	Difference	Explanation of differences/comments
Clerks salary	£2,919	£2,614	£305	Current NJC salary point 24 £10.95 per hour. Difference balances with PAYE.
PAYE	£0	£290	-£290	LM now pays tax as over tax threshold. No National Insurance for this role.
Expenses	£500	£338	£163	Mileage & £10 home working allowance p.m.
Office/Admin	£100	£158	-£58	Printer ink (estimate), laminating papers, stamps Includes £90.32 election costs from TDC.
Internal & annual audit	£150	£241	-£91	External audit incurred a fee as expenses last year over £10k
Subscriptions	£330	£343	-£13	See payments schedule for details
Parish Council insurance	£285	£289	-£4	
Poppy wreath/Chairmans allowance	£30	£25	£5	Royal British Legion wreath
Glebe Field lease	£500	£500	£0	
Annual Assembly	£150	£145	£5	
S137/S142 payments	£220	£100	£120	Grant payments this year made to Oxted CAB and First Community Responders.
General Parish Maintenance	£500	£1,600	-£1,100	Wealdens parish-land hedge cutting contract
Glebe Field Maintenance	£1,000	£1,100	-£100	Dave Withers £500 p.a. for grass cutting. £600 legal costs for events licence.
Millenium Field Maintenance	£1,000	£296	£704	St Peters School contract for grass cutting. Hedge maintenance included in General Parish Maintenance total.
Jubilee Field Maintenance	£500	£0	£500	Covered under General Parish Maintenance
Training/Seminars	£150	£498	-£348	New councillors undertook new councillor training, Chairman and vice chair attended refreshers.
Website	£100	£0	£100	Hosting charged at £100. £24 for domain name renewal, now registered for two years.
VAT paid out to date		£560	-£560	To be reclaimed.
	£8,434	£9,096	-£662	

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 March 2016

Balance b/f as at 31 March 2015	Lloyds treasurers account no. 01608845	3,534.46	
	Santander treasurers a/c KO1223398	9.17	3,543.63
	o/s cheques	None	
Total Receipts Less Total Payments			8,400.00 -9,095.76
Balance		=	2,847.87
Reconciliation			
Balance as at 30 March 2016	Lloyds treasurers account no. 01608845 Santander treasurers a/c KO1223398	2,838.70 9.17	2,847.87
	Less O/S payments (cheques) Add O/S lodgements	0.00 0.00	
		_	0.00
		-	2,847.87

TANDRIDGE PARISH COUNCIL - VAT RECLAIM 2014/2015 and 2015/16

	.,		TAT RECEASIN 2014/2013 at	1	1
Date of					
invoice	To Whom Addressed	Suppliers VAT no.	Company	Description of supply	VAT Paid
31/03/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Tree surgery on Millennium Field	67.00
19/06/2014	Tandridge Parish Council	210 9746 74	Tandridge District Council	Supply of dog bin	34.00
03/10/2014	Tandridge Parish Council	927 1292 22	Webfusion Ltd	Domain renewal	4.80
10/09/2014	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	12.00
04/09/2014	Tandridge Parish Council	830 8470 32	BDO LLP	Auditing annual return 2013/14	6.00
31/07/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Tree felling at Jubilee Field	87.20
28/08/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Removal of debris on Jubilee Field	57.00
29/05/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
21/09/2015	Tandridge Parish Council	830 8470 32	BDO LLP	Auditing annual return 2014/15	20.00
01/10/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	10.00
28/09/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	12.00
07/10/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	17.50
29/10/2015	Tandridge Parish Council	205 7129 85	Wellers Hedleys LLP	Professional fees	120.00
10/11/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
05/11/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
31/12/2015	Tandridge Parish Council	528 5860 17	Wealdens Services Ltd	Grounds Maintenance	320.00
	-				
				Total to reclaim	827.50