# **Tandridge Parish Council**

Finance Report
Up to 31 March 2018

#### TANDRIDGE PARISH COUNCIL PAYMENTS 2017-18

Month	S 400	Payee	Description	Total Payment	Clerk Salary	PAYE	Expenses	Neighbourhood Plan	O S	Audit	sans	Insurance	Hedgecutting & tree tagging	АРМ	s137	Chairman allowance	General Maintenance	Glebe	Millennium	Jubilee	Website	VAT	
Apr		1181 Ivor Stamp	Wine for APM	45.19				ž					Ĭ	45.	10	ច់	క్ర						
Apr	s	SO Mrs L Meehan	Salary	196.00	196.0	1								45.	13								
Apr	S	1177 HMRC	PAYE	49.00	130.0	49.00																	
Apr	s	1178 Mrs L Meehan	Expenses	18.00		.0.00	18.00																
Apr	s	1179 Wendy Taylor	APM food	100.00			10.00							100.0	00								
Apr	s	1180 SSALC	Subscription 17/18	199.66							199.66												
May	s	SO Mrs L Meehan	Salary	196.00	196.0	)																	
June	s	SO Mrs L Meehan	Expenses	196.00	196.0	)																	
June	s	1182 Mrs L Meehan	Expenses	18.00			18.00																
June		1183 Mrs L Meehan	HMRC	CXL																			
June	s	1184 Peter J Consultar	n Internal Audit	122.13						122.13													
June	s	1185 Norbury Park	Noticeboard Balance	490.80	409.0	)																	81.80
June	s	1186 Norris & Fisher	Insurance	240.63								240.63											
June	S	1187 Clearprint	NP Printing	409.20				341.00															68.20
June	S	1188 Mrs N Hellard	NP Stamps	168.00				168.00															
July	S	SO Mrs L Meehan	Salary	196.00	196.0																		
Aug	S	SO Mrs L Meehan	Salary	196.00	196.0																		
Sept		SO Mrs L Meehan	Salary	196.00	196.0																		
Sept		1189 HMRC	PAYE	97.56		97.56									F0.00								
Sept Sept		1190 Citizens Advice 1191 SS Air Ambulance	Donation	50.00 150.00											50.00 150.00								
Oct		1196 N Hellard	reimbursed sign cost	223.20				223.20							130.00	,							
Oct		1194 Clare Kirby	Salary	42.88	42.8	2		223.20															
Oct	s	Clare Kirby	Salary	260.87	260.8																		
Nov	Ü	1192 BDO	Annual return review	120.00	200.0					100.00													20.00
Nov		1193 Oneil Homer	Neighbourhood plan	1200.00				1,200.00															20.00
Nov		1199 Clare Kirby	Expenses	15.40			15.40	,															
Nov		1202 SLCC	Membership	200.00							200.00												
Nov		1201 RBL	poppy wreath	25.00												25.0	10						
Nov	s	Clare Kirby	Salary	260.87	260.8	7																	
Dec		1197 ICO	data protection	35.00							35.00												
Dec		1200 SLCC	Membership	78.00							78.00												
Jan	S	Clare Kirby	Salary	260.87	260.8	7																	
Jan		1205 Clare Kirby	Expenses	15.40			15.40																
Jan		1203 Annabel Grange	Printing	95.00				95.00															
Jan		1198 Crowhurst PC	Hall Hire	16.00		_			16.00														
Jan	S	Clare Kirby	Salary	260.87	260.8	,																	
Feb		1204 St Peters	Mowing Grass	363.78	000.0												363.78						
Feb Mar	s	Clare Kirby	Salary	260.87 15.40	260.8		15 40																
		1212 Clare Kirby	Expenses				15.40 15.40																
Mar Mar		1207 Clare Kirby 1206 Clare Kirby	Expenses Expenses	15.40 15.40			15.40																
Mar		1211 Burnett Farm	Hedge cutting	500.00			13.40										500.00						
Mar		1209 Oneil Homer	Garden Village	720.00													720.00						
Mar		1210 Oneil Homer	Neighbourhood plan	2129.89				2129.89									, 20.00						
Mar		1208 wealdens	Maintenance	2,237.05													1,864.21						372.84
				12,701.32	2,932.2	146.56	113.00	4,157.09	16.00	222.13	512.66	240.63	0.00	145.	19 200.00	25.0	0 3,447.99	0.00	0.00	0.00	0.00 0.0	00	542.84

## TANDRIDGE PARISH COUNCIL RECEIPTS 2017/18

HESEN 16 2017/16												
				Total								
Month	S	From	Details	Receipts	Precept	NP	VAT	Other				
Apr		Tandridge District Council	Precept	5,000.00	5,000.00							
Aug		Tandridge Fete Committee	Hire Glebe	50.00				50.00				
Sept		Tandridge District Council	Precept	5,000.00	5,000.00							
Sept		Groundwork UK	NP Grant	6,150.00		6,150.00						
Jan		SSALC	Transparency Grant	675.72				675.72				
				16,875.72	10,000.00	6,150.00	0.00	725.72				

### **TANDRIDGE PARISH COUNCIL**

#### **BANK RECONCILIATION AT**

Balance b/f as at 31 March 2017	Santander treasurers a/c KO1223398 Lloyds treasurers account no. 01608845	9.17 6,908.84 6,918.01	6,908.84
Total Receipts Less Total Payments			16,875.72 12,701.32
Balance		_	11,083.24

#### **TANDRIDGE PARISH COUNCIL ASSET REGISTER**

Approved at full council on Tuesday 3rd May 2016

Asset ref	Date of purchase	Supplier	Asset description	Location	Custodian	Condition	Date last physically	Cost/proxy cost	Insurance value	Replaceme nt value
							checked	COSC	value	iit value
1	unknown	unknown	Wellhead	Outside St Peter's School,	Parish	Reasonable		£4,727.13	£5,000	
				Tandridge Lane	Council					
2	September 2010	CU Phosco Lighting	Church light	Outside St Peter's Church,	Parish	Reasonable	unknown	£766.95	£800	
		Ltd		Tandridge Lane	Council					
3	unknown	unknown	War Memorial	Outside St Peter's Church,	Parish	Reasonable	unknown	£1,213.74	£1,500	
				Tandridge Lane	Council					
4			Jubilee Field	Crowhurst Lane End	Parish	Good	Apr-16	£1	£1	£1
					Council					
5	leasehold	Tandridge District	Millenniumm Field	Behind Village Hall	Parish	Good	Apr-16	£1	£1	£1
		Council			Council					
6	leasehold	Diocese of	Glebe Field	Tandridge Lane	Parish	Good	Apr-16	£1	£1	£1
		Southwark			Council					
7	various	various	Gates and fences	Parish fields	Parish	Reasonable	Apr-16			
					Council			£4,589.45	£5,000	
8	leasehold	Tandridge District	Village hall car park	Behind Village Hall	Parish	Reasonable	Apr-16	£1		
		Council			Council				£1	
9	unknown		notice boards x 6					£4,200	£4,200	
								£15,501	£16,504	£3
								Total	Total	Use for
								agrees to	agrees to	building up
								annual	insurance	earmarked
								return	schedule	reserves
								return	Scriedule	

## TANDRIDGE PARISH COUNCIL BUDGET 2017/18

	Actual 16/17	Actual to date	Forecast 16/17	Budget 17/18	Explanation of differences/comments
Clerks salary + PAYE		3,079	2,933	2,970	Current NJC salary point 24 £11.19
					per hour. 5 hours pw. £245 per month. Potential 1% increase could be announced by NALC = £247.45
Neighbourhood Plan		4,157		-	
Hedgecutting Contract and tree tagging.		-	1,685		To cut all the hedges twice a year in 3 fields including the hedge at the cottages and the Bund at Jubilee field. £400 tree tagging.
Glebe Field Maintenance		-	1,000	1,500	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance		3,448	-	500	
Subscriptions		513	309		SALC £162.63 / NALC £37.01 SLCC £80 / ICO £35
Expenses		113	245	300	£16pm petrol & £10 home working allowance p.m. Reduced as JH & IS posting minutes on boards.
Millenium Field Maintenance		-	300	300	£296 St Peters School for grass cutting (2015/16).
Training/Seminars		-	90	300	
Parish Council insurance		241	299		Year two of three year agreement in place
Internal & annual audit		222	122		Internal and external audit costs. 2016/17 no external audit fee as turnover fell under threshold.
S137/S142 payments		200	135	200	Grant payments. To consider: Oxted CAB, St Catherine's, Victim Support, Air Ambulance, Crimestoppers, others?, TVSC £10, cpre £40, East Surrey Museum.
Office/Admin		16	100	150	Printer ink (estimate), laminating papers
Annual Assembly		145	159	150	Food & drink
Website		-	129		Hosting charged at £100. £29 for domain name renewal, now registered for two years.
Poppy wreath/Chairmans allowance		25	25		Royal British Legion wreath donation
Jubilee Field Maintenance		-			Ditch maintenance covered in hedge cutting contract
VAT paid out to date		543			
	03	£12,701	£7,531	£9,159	
		Budget 16/17	Forecast 16/17	Budget 17/18	

RESERVES TARGET		
General reserves	3,500	Target = either 6 months precept or six months overheads (salary)
Car park maintenance fund	1,000	
Election 2019	200	Target - £1 per elector = £535
TOTAL	4.700	· · · · · · · · · · · · · · · · · · ·

FORECAST 2017/18		
Forecast opening balance (Apr 2017)	6,696	
Add total forecast income 17/18	10,000	Precept
Minus total forecast expenses 17/18	9,159	
Minus target reserves	4,700	
Forecast as at year end 2018	2,837	