

Tandridge Parish Council

**Final Accounts
Year Ending 31 March 2015**

Louise Meehan, Responsible Financial Officer, 1 June 2015

Contents

Payments (cashbook)

Receipts (cashbook)

Summary Receipts and Payments

Bank Reconciliation

Budget Review

Explanation of Variances

Oct	✓	989	L Meehan	Domain name	28.78														23.98	4.80			
Oct	✓	990	BDO	External audit	36.00			36.00															
Oct	✓	991	SSALC	Chairs Networking	72.00													60.00		12.00			
Oct	✓	992	Hever Landscapes	Tree work	523.20											436.00				87.20			
Oct	✓	993	ICO	Data protection	35.00				35.00														
Nov	✓	994	Louise Meehan	Salary (Oct)	£236.00	236.00																	
Nov	✓	995	Louise Meehan	Expenses	£39.00		39.00																
Nov	✓	996	St Peters School	Grass cutting	£363.77										363.77								
Nov	✓	997	SLCC	Clerk's membership	£38.00				38.00														
Nov	✓	998	Hever Landscapes	Removal of debris	£342.00											285.00				57.00			
Dec	✓	999	Louise Meehan	Salary (Nov)	£236.00	236.00																	
Dec	✓	1000	Louise Meehan	Expenses	£39.00		39.00																
Dec	✓	1001	parishcouncil.net	Website hosting and support	£100.00														100.00				
Jan	✓	1002	Louise Meehan	Salary (Dec)	£236.00	236.00																	
Jan	✓	1003	Louise Meehan	Expenses	£39.00		39.00																
Jan	✓	1004	Surrey Hills	Membership	£25.00				25.00														
Feb	✓	1005	Louise Meehan	Salary (Jan)	£242.00	242.00																	
Feb	✓	1006	Louise Meehan	Expenses	£39.00		39.00																
Feb	✓	1007	D Withers	Grass cutting 2014	£500.00									500.00									
Feb	✓	1008	D O'Mahony	Hedgecutting	£120.00										120.00								
Feb	✓	1009	A Leach	Ditch Flail	£40.00											40.00							
Mar	✓	1010	Louise Meehan	Salary (Feb)	£242.00	242.00																	
Mar	✓	1011	Louise Meehan	Expenses	£39.00		39.00																
Mar	✓	1012	Ben Ford Fencing	Repair fence	£435.00										435.00								
Mar	✓	1013	Louise Meehan	Salary (Mar)	£242.00	242.00																	
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

Clerk Salary	PAYE	Expenses	Office	Audit	Subs	Ins	Glebe Lease	APA	s137	Poppy	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT
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**TANDRIDGE PARISH COUNCIL
RECEIPTS 2014-15**

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

**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		<u>7,610.26</u>
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		
	<u>10,675.14</u>		

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT Year End 31st March 2015

Balance as at 31 March 2014	Lloyds Bank account 1608845	6,599.34	
	Abbey account K1223398 TAN	9.17	
	o/s cheques	None	6,608.51
Total Receipts			7,610.26
Less Total Payments			-10,675.14
Balance			<u><u>3,543.63</u></u>

Reconciliation

Balance as at 26 March 2015	Lloyds Bank account 1608845	3,534.46	
	Abbey account K1223398 TAN	9.17	
			<u>3,543.63</u>
Less O/S payments (cheques)		0.00	
			<u>0.00</u>
			<u><u>3,543.63</u></u>

TANDRIDGE PARISH COUNCIL
BUDGET 2014-15 to end of year

	Budget 14/15	Actual to date: 31/03/2015	Difference	Explanation of differences/comments
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	£0	-£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

	2013/2014	2014/2015	Difference	% diff	Expl req?	Reason
Annual Precept	£6,000	£6,921	£921	15%	Yes	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.