

Tandridge Parish Council

**Finance Report to date incorporating Q1
Up to 31 July 2016**

Louise Meehan, Responsible Financial Officer, 16 August 2016

**TANDRIDGE PARISH COUNCIL
PAYMENTS 2016-17**

Month	S	Chq #	Payee	Description	Total Payment	Clerk Salary	PAYE	Expenses	Office	Audit	Subs	Insurance	Hedgecutting & tree tagging	APM	s137	Chairman allowance	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT
Apr	s	SO	Louise Meehan	Salary (April)	193.60	193.60																	
Apr	s	1142	HMRC	PAYE Tax (April)	48.40		48.40																
Apr	s	1144	Louise Meehan	Expenses	18.00			18.00															
Apr	s	1143	SSALC	Annual membership	197.13						197.13												
May	s	SO	Louise Meehan	Salary	193.60	193.60																	
May	s	1145	HMRC	PAYE Tax	48.40		48.40																
May	s	1146	Louise Meehan	Expenses	38.16			26.00	12.16														
Jun	s	SO	Louise Meehan	Salary	193.60	193.60																	
Jun	s	1151	HMRC	PAYE Tax	49.00		49.00																
Jun	s	1147	Louise Meehan	Expenses	34.00			34.00															
Jun	s	1148	Peter Frost	Internal audit	122.13					122.13													
Jun	s	1150	Insurance Broker	Insurance	298.91							298.91											
Jul	s	1152	HMRC	PAYE Tax	49.00		49.00																
Jul	s	SO	Louise Meehan	Salary	193.60	193.60																	
Jul	s	1153	Louise Meehan	Expenses	57.54			57.54															
Jul	s	1154	Wendy Taylor	Catering	100.00									100									
Jul	s	1155	Ivor Stamp	Refreshments	59.00									59									
					1,894.07	774.40	194.80	135.54	12.16	122.13	197.13	298.91	0	159.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month	S	Chq #	Payee	Description	Total Payments	Clerk Salary	PAYE	Expenses	Office	Audit	Subs	Insurance	Hedgecutting & tree tagging	APM	s137	Poppy	General Maintenance	Glebe	Millennium	Jubilee	Training	Website	VAT

**TANDRIDGE PARISH COUNCIL
RECEIPTS 2016/17**

Month	S	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
				<u>5,877.50</u>	5,000.00	0.00	827.50	50.00

TANDRIDGE PARISH COUNCIL
BUDGET 2016/17 to 31 July 2016

	2015/16 Year end Actual	Budget 16/17	Actual to date	Difference/ Budget remaining	Explanation of differences/comments
Clerks salary + PAYE	2,904	2,933	969	1,964	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 tagging.		1,685	-	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	1,100	1,500	-	1,500	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance	1,600	500	-	500	
Subscriptions	343	315	197	118	SALC £161.82 / NALC £35.31 SLCC £80 / ICO £35
Expenses	338	312	136	176	£16pm petrol & £10 home working allowance p.m. Reduced as JH & IS posting minutes on boards.
Millenium Field Maintenance	296	300	-	300	£296 St Peters for grass cutting (2015/16).
Training/Seminars	498	300	-	300	
Parish Council insurance	289	290	299	- 9	Year two of three year agreement in place
Internal & annual audit	241	240	122	118	Internal and external audit costs.
S137/S142 payments	100	200	-	200	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	Printer ink (estimate), laminating papers
Annual Assembly	145	150	159	- 9	Food & drink
Website	-	124	-	124	Hosting charged at £100. £24 for domain name renewal, now registered for two years.
Poppy wreath/Chairmans allowance	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		-	-	
	9096	£9,024	£1,894	£7,130	
		Budget 16/17	Actual to date	Difference/ Budget remaining	

RESERVES

General reserves	3,500	Target = either 6 months precept or six months overheads (salary)
Car park maintenance fund	500	
Election 2019	100	Target - £1 per elector = £535
TOTAL	4,100	

CASH FLOW

Opening balance	2,848
Add Total Income	5,878
Minus Total Expenses	1,894
Minus Total Reserves	4,100
Cash Balance as at 31/7/16	2,731

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 July 2016

Balance b/f as at 31 March 2016	Lloyds treasurers account no. 01608845	2,838.70	
	Santander treasurers a/c KO1223398	9.17	2,847.87
	o/s cheques/lodgements		None
Total Receipts			5,877.50
Less Total Payments			-1,894.07
Balance			<u><u>6,831.30</u></u>

Reconciliation

Balance as at 31 July 2016	Lloyds treasurers account no. 01608845	6,822.13	
	Santander treasurers a/c KO1223398	9.17	
			<u>6,831.30</u>
	Less O/S payments (cheques)	0.00	
	Add O/S lodgements	0.00	
			<u>0.00</u>
			<u><u>6,831.30</u></u>