

# **Tandridge Parish Council**

**Q2 Finance Report  
Up to 30 September 2016**

*Louise Meehan, Responsible Financial Officer, October 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									
Aug	s	SO	Louise Meehan	Salary (Aug)	196.00	196.00																	
Sept	s	SO	Louise Meehan	Salary (Sept)	196.00	196.00																	
Sept	s	1156	HMRC	PAYE Tax (Aug & Se	98.00		98.00																
Sept	s	1157	Louise Meehan	Expenses	18.00			18.00															
Sept	s	1158	Strutt & Parker	Glebe Feld lease	500.00													500.00					
Sept	s	1159	Royal British Legi	Poppy Appeal	25.00										25.00								
Sept	s	1160	SSALC Ltd	Legal & Finance Day	108.00																90		18.00
Sept		1161	Tandridge Voluntary Service Council	Subscription	10.00						10.00												
					<b>3,045.07</b>	<b>1,166.40</b>	<b>292.80</b>	<b>153.54</b>	<b>12.16</b>	<b>122.13</b>	<b>207.13</b>	<b>298.91</b>	<b>0</b>	<b>159.00</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>	<b>0.00</b>	<b>18.00</b>
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**

<b>Month</b>	<b>S</b>	<b>From</b>	<b>Details</b>	<b>Total Receipts</b>	<b>Precept</b>	<b>Interest</b>	<b>VAT</b>	<b>Other</b>
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
Aug	s	SSALC	Transparency Fund	501.50				501.50
Sept	s	Tandridge District Council	Precept	5,000.00	5,000.00			
				<b><u>11,379.00</u></b>	10,000.00	0.00	827.50	551.50

**TANDRIDGE PARISH COUNCIL**

**BANK RECONCILIATION AT 30 September 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			11,379.00
Less Total Payments			-3,045.07
Balance			<u><u>11,181.80</u></u>

**Reconciliation**

Balance as at 30 September 2016	Lloyds treasurers account no. 01608845	11,182.63	
	Santander treasurers a/c KO1223398	9.17	
			<u>11,191.80</u>
	Less O/S payments (chq no. 1161 TVSC)	10.00	
	Add O/S lodgements	0.00	
			<u>10.00</u>
			<u><u>11,181.80</u></u>

**TANDRIDGE PARISH COUNCIL**  
**BUDGET 2016/17 to 30 September 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	1,459	1,474	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	500	1,000	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance	1,600	500	-	500	
Subscriptions	343	315	207	108	SALC £161.82 / NALC £35.31 SLCC £80 / ICO £35
Expenses	338	312	154	158	£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	90	210	
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	25	175	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		18	- 18	
	<b>£9,096</b>	<b>£9,024</b>	<b>£3,045</b>	<b>£5,979</b>	
		<b>Budget 16/17</b>	<b>Actual to date</b>	<b>Difference/ Budget remaining</b>	

**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
<b>TOTAL</b>	<b>4,100</b>	

**CASH FLOW**

Opening balance	2,848
Add Total Income	11,379
Minus Total Expenses	3,045
Minus Total Reserves	4,100
<b>Cash Balance as at 31/7/16</b>	<b>7,082</b>