

Tandridge Parish Council

**End of Year Report
1 April 2016 - 31 March 2017**

Louise Meehan, Responsible Financial Officer, May 2017

**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 (May)	193.60	193.60																	
May	s	1145	HMRC	PAYE Tax (May)	48.40		48.40																
May	s	1146	Louise Meehan	Expenses	38.16			26.00	12.16														
Jun	s	SO	Louise Meehan	Salary (June)	193.60	193.60																	
Jun	s	1151	HMRC	PAYE Tax (June)	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 Ne	Insurance	298.91							298.91											
Jul	s	1152	HMRC	PAYE Tax (July)	49.00		49.00																
Jul	s	SO	Louise Meehan	Salary (July)	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 & Sept)	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 Legion	Poppy Appeal	25.00										0.00	25.00							
Sept	s	1160	SSALC Ltd	Legal & Finance Day	108.00																90		18.00
Sept	s	1161	Tandridge Voluntary Service Council	Subscription	10.00																		
Oct	s	SO	Louise Meehan	Salary (Oct)	196.00	196.00					10.00												
Nov	s	1163	HMRC	PAYE Tax (Oct & Nov)	98.00		98.00																
Nov	s	SO	Louise Meehan	Salary (Nov)	196.00	196.00																	
Nov	s	1162	Louise Meehan	Expenses	46.78			18.00															
Nov	s	1164	SLCC	Clerk's membership	77.00						77.00												28.78
Dec	s	SO	Louise Meehan	Salary (Dec)	196.00	196.00																	
Dec	s	1165	HMRC	PAYE Tax (Dec)	49.00		49.00																
Dec	s	1166	Louise Meehan	Expenses	18.00			18.00															
Dec	s	1167	East Surrey Museum	Donation	100.00										100.00								
Jan	s	SO	Louise Meehan	Salary (Jan)	196.00	196.00																	
Jan	s	1168	HMRC	PAYE Tax (Dec & Jan)	98.00		98.00																
Jan	s	1169	Louise Meehan	Expenses	53.00			53.00															
Feb	s	SO	Louise Meehan	Salary (Feb)	196.00	196.00																	
Feb	s	1171	D. Withers	Grass cutting Glebe Field	500.00													500.00					
Feb	s	1170	Wealdens	Hedge Cutting	1684.21								1,684.21										
Mar	s	SO	Louise Meehan	Salary (Mar)	196.00	196.00																	
Mar	s	1172	HMRC	PAYE	49.00		49.00																
Mar	s	1173	Louise Meehan	Expenses	73.00			73.00															
Mar	s	1174	Wealdens	Hedge Cutting (VAT element)	336.84								336.84										
Mar	s	1175	Norbury Park Wood Products Ltd	50% Deposit	490.80													490.80					
Mar	s	1176	John Hammond	Padlock for Glebe Field	34.99													34.99					
					7,929.69	2,342.40	586.80	315.54	12.16	122.13	284.13	298.91	2,021	159.00	100.00	25.00	490.80	1,034.99	0.00	0.00	90.00	28.78	18.00

**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
Aug	s	SSALC	Transparency Fund	501.50				501.50
Sept	s	Tandridge District Council	Precept	5,000.00	5,000.00			
March	s	St Peter's Church	Parking on Glebe Field	200.00				200.00
				11,579.00	10,000.00	0.00	827.50	751.50

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 March 2017

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			11,579.00
Less Total Payments			-7,929.69
Balance			<u><u>6,497.18</u></u>

Reconciliation

Balance as at 31 March 2017	Lloyds treasurers account no. 01608845	6,908.84	
	Santander treasurers a/c KO1223398	9.17	
			<u>6,918.01</u>
	Less O/S payments		
Chq #	Payee		
1172	HMRC		49
1174	Wealdens		336.84
1176	John Hammond		34.99
			<u>420.83</u>
			<u><u>6,497.18</u></u>

TANDRIDGE PARISH COUNCIL
BUDGET 2016/17: Final Report to 31 March 2017

	2015/16 Year end Actual	Budget 16/17	Actual to year end	Difference/ Budget remaining	Explanation of differences/comments
Clerks salary + PAYE	2,904	2,933	2,929	£4	
Hedgecutting Contract and tree tagging.		1,685	2,021	-£336	To cut all the hedges twice a year in 3 fields including the hedge at the cottages and the Bund at Jubilee field. Tree tagging not undertaken
Glebe Field Maintenance	1,100	1,500	1,035	£465	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance	1,600	500	491	£9	Noticeboard
Subscriptions	343	315	284	£31	SALC, NALC, SLCC, ICO
Expenses	338	312	316	-£4	
Millenium Field Maintenance	296	300	-	£300	St Peters for grass cutting.
Training/Seminars	498	300	90	£210	
Parish Council insurance	289	290	299	-£9	
Internal & annual audit	241	240	122	£118	Internal and external audit costs.
S137/S142 payments	100	200	100	£100	Grant payment to East Surrey Museum
Office/Admin	158	150	12	£138	
Annual Assembly	145	150	159	-£9	Refreshments
Website	-	124	29	£95	Hosting charged at £100. £24 for domain name renewal.
Poppy wreath/Chairmans allowance	25	25	25	£0	Royal British Legion wreath donation
Jubilee Field Maintenance	-	-	-	£0	Ditch maintenance covered in hedge cutting contract
VAT expense 2016/17	560		18	-£18	
	£8,596	£9,024	£7,930	£1,094	
		Budget 16/17	Actual to date	Difference/ Budget remaining	

CASH FLOW TO DATE

Opening balance	2,848
Add Total Income	11,579
Minus Total Expenses	7,930
Minus Total Reserves	4,100
Cash Balance as at 30/11/16	2,397

FORECAST YEAR END 2016/17

Opening balance	2,848
Add Total Income	11,379
Minus Total Expenses	7,930
Forecast year end 16/17	6,297

RESERVES TARGET 2016/17

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	

Forecast year end 16/17	6,297
Minus reserves target	4,100
Forecast Surplus	2,197