

# **Tandridge Parish Council**

**Q3 Finance Report  
Up to 31 December 2016**

*Louise Meehan, Responsible Financial Officer, February 2017*





**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 31 December 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			-4,368.85
Balance			<u><u>9,858.02</u></u>

**Reconciliation**

Balance as at 31 December 2016	Lloyds treasurers account no. 01608845	10,362.85	
	Santander treasurers a/c KO1223398	9.17	
			<u>10,372.02</u>
	Less O/S payments		
	PAYE Tax (Dec)	49.00	
	Expenses	18.00	
	Donation to East Surrey Museum	100.00	
	Salary (Jan)	196.00	
	PAYE Tax (Dec & Jan)	98.00	
	Expenses	53.00	
	Add O/S lodgements	0.00	
			<u>514.00</u>
			<u><u>9,858.02</u></u>

**TANDRIDGE PARISH COUNCIL**  
**BUDGET 2016/17 to 7 February 2016**

	2015/16 Year end Actual	Budget 16/17	Actual to date	Difference/ Budget remaining	Forecast 16/17	Explanation of differences/comments
Clerks salary + PAYE	2,904	2,933	2,488	445	2,933	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	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	1,000	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance	1,600	500	-	500	650	Noticeboard
Subscriptions	343	315	284	31	309	SALC £161.82 / NALC £35.31 SLCC £80 / ICO £35
Expenses	338	312	243	69	245	£16pm petrol & £10 home working allowance p.m. Reduced as JH & IS posting minutes on boards.
Millenium Field Maintenance	296	300	-	300	300	£296 St Peters for grass cutting (2015/16).
Training/Seminars	498	300	90	210	90	
Parish Council insurance	289	290	299	- 9	299	Year two of three year agreement in place
Internal & annual audit	241	240	122	118	122	Internal and external audit costs.
S137/S142 payments	100	200	125	75	125	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	50	Printer ink (estimate), laminating papers
Annual Assembly	145	150	159	- 9	159	Food & drink
Website	-	124	29	95	129	Hosting charged at £100. £24 for domain name renewal, now registered for two years.
Poppy wreath/Chairmans allowance	25	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>£4,369</b>	<b>£4,655</b>	<b>£8,121</b>	
		<b>Budget 16/17</b>	<b>Actual to date</b>	<b>Difference/ Budget remaining</b>	<b>Forecast 16/17</b>	

**CASH FLOW TO DATE**

Opening balance	2,848
Add Total Income	11,379
Minus Total Expenses	4,369
Minus Total Reserves	4,100
<b>Cash Balance as at 30/11/16</b>	<b>5,758</b>

**FORECAST YEAR END 2016/17**

Opening balance	2,848
Add Total Forecast Income	11,379
Minus Total Forecast Expenses	8,121
<b>Forecast year end 16/17</b>	<b>6,106</b>

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

Forecast year end 16/17	6,106
Minus reserves target	4,100
<b>Forecast Surplus</b>	<b>2,006</b>