

Tandridge Parish Council

**End of Year Report
To 31 March 2016**

Louise Meehan, Responsible Financial Officer, 26 April 2016

Nov	s	1124	Louise Meehan	Expenses	24.48			18.00	6.48										
Nov	s	1125	SSALC	Legal & Finance day	105.00												87.5		17.50
Nov	s	1126	ICO	Data protection	35.00						35.00								
Nov	s	1127	Wellers Hedleys	Licence for events pi	720.00									600.00					120.00
Dec	s	SO	Louise Meehan	Salary (December)	193.60	193.60													
Dec	s	1128	HMRC	PAYE Tax	48.40		48.40												
Dec	s	1129	Louise Meehan	Expenses incl. printer ink	51.00			34.00	17.00										
Dec	s	1130	SSALC	Chairmans Briefing	120.00														
Dec	s	1131	SLCC	Clerk's membership	77.00												100.00		20.00
Jan	s	SO	Louise Meehan	Salary (January)	193.60	193.60													
Jan	s	1132	HMRC	PAYE Tax	48.40		48.40												
Jan	s	1133	Louise Meehan	Expenses	18.00			18.00											
Jan	s	1134	SSALC	New Councillor Training	120.00													100	20.00
Feb	s	SO	Louise Meehan	Salary (February)	193.60	193.60													
Feb	s	1135	HMRC	PAYE Tax (January and back-dated)	96.80		96.80												
Feb	s	1136	Louise Meehan	Expenses	26.00			26.00											
Feb	s	1137	Louise Meehan	Laminating pouches	8.00				8.00										
Feb	s	1138	D. Withers	Grass cutting	500.00									500					
Mar	s	SO	Louise Meehan	Salary (March)	193.60	193.60													
Mar	s	1139	HMRC	PAYE Tax (March)	48.40		48.40												
Mar	s	1140	Louise Meehan	Expenses	39.50			39.50											
Mar	s	1141	Wealdens	Hedge cutting contract 2015	1920.00									1600					320.00

Month	S	Chq #	Payee	Description	9,095.76	2,613.60	290.40	337.50	157.60	241.38	343.05	289.36	500	145.31	100.00	25.00	1,600.00	1,100.00	295.56	0.00	497.50	0.00	559.50	
				Total Payments																				
					Clerk Salary																			
						PAYE																		
							Expenses																	
								Office																
									Audit															
										Subs														
											Ins													
												Glebe Lease												
													APA											
														s137										
															Poppy									
																General Maintenance								
																	Glebe							
																		Millennium						
																			Jubilee					
																				Training				
																					Website			
																						VAT		

**TANDRIDGE PARISH COUNCIL
RECEIPTS 2015-16 to 31 March 2016**

Month	S	From	Details	Total Receipts	Precept	Interest	VAT	Other
Apr	s	Tandridge District Council	Precept	4,000.00	4,000.00			
Apr	s	Lloyds Bank	Compensation	50.00				50.00
June	s	St Peters Church	Parking	250.00				250.00
Sept	s	Tandridge District Council	Precept	4,000.00	4,000.00			
Feb	s	St Peters Church	Parking	100.00				100.00
				<u>8,400.00</u>	8,000.00	0.00	0.00	400.00

TANDRIDGE PARISH COUNCIL
SUMMARY OF RECEIPTS & PAYMENTS 2015/16 to 31 March 2016

Payments

	£
Clerk Salary	2613.60
PAYE	290.40
Expenses	337.50
Office	157.60
Audit	241.38
Subs	343.05
Insurance	289.36
Glebe Lease	500.00
APA	145.31
Poppy wreath	25.00
s137	100.00
General maintenance	1600.00
Glebe Field	1100.00
Millennium Field	295.56
Jubilee Field	0.00
Training & Events	497.50
Website	0.00
VAT	559.50
	<u>9,095.76</u>

Receipts

	£
Precept	8000.00
Interest	0.00
Other	400.00
VAT	0.00
	<u>8,400.00</u>

TANDRIDGE PARISH COUNCIL
BUDGET 2015-16 To 31 March 2016

	Budget 15/16	Actual Year End	Difference	Explanation of differences/comments
Clerks salary	£2,919	£2,614	£305	Current NJC salary point 24 £10.95 per hour. Difference balances with PAYE.
PAYE	£0	£290	-£290	LM now pays tax as over tax threshold. No National Insurance for this role.
Expenses	£500	£338	£163	Mileage & £10 home working allowance p.m.
Office/Admin	£100	£158	-£58	Printer ink (estimate), laminating papers, stamps Includes £90.32 election costs from TDC.
Internal & annual audit	£150	£241	-£91	External audit incurred a fee as expenses last year over £10k
Subscriptions	£330	£343	-£13	See payments schedule for details
Parish Council insurance	£285	£289	-£4	
Poppy wreath/Chairmans allowance	£30	£25	£5	Royal British Legion wreath
Glebe Field lease	£500	£500	£0	
Annual Assembly	£150	£145	£5	
S137/S142 payments	£220	£100	£120	Grant payments this year made to Oxted CAB and First Community Responders.
General Parish Maintenance	£500	£1,600	-£1,100	Wealdens parish-land hedge cutting contract
Glebe Field Maintenance	£1,000	£1,100	-£100	Dave Withers £500 p.a. for grass cutting. £600 legal costs for events licence.
Millenium Field Maintenance	£1,000	£296	£704	St Peters School contract for grass cutting. Hedge maintenance included in General Parish Maintenance total.
Jubilee Field Maintenance	£500	£0	£500	Covered under General Parish Maintenance
Training/Seminars	£150	£498	-£348	New councillors undertook new councillor training, Chairman and vice chair attended refreshers.
Website	£100	£0	£100	Hosting charged at £100. £24 for domain name renewal, now registered for two years.
VAT paid out to date		£560	-£560	To be reclaimed.
	£8,434	£9,096	-£662	

TANDRIDGE PARISH COUNCIL

BANK RECONCILIATION AT 31 March 2016

Balance b/f as at 31 March 2015	Lloyds treasurers account no. 01608845	3,534.46	
	Santander treasurers a/c KO1223398	9.17	3,543.63
	o/s cheques		None
Total Receipts			8,400.00
Less Total Payments			-9,095.76
Balance			<u><u>2,847.87</u></u>

Reconciliation

Balance as at 30 March 2016	Lloyds treasurers account no. 01608845	2,838.70	
	Santander treasurers a/c KO1223398	9.17	
			<u>2,847.87</u>
	Less O/S payments (cheques)	0.00	
	Add O/S lodgements	0.00	
			<u>0.00</u>
			<u><u>2,847.87</u></u>

TANDRIDGE PARISH COUNCIL - VAT RECLAIM 2014/2015 and 2015/16

Date of invoice	To Whom Addressed	Suppliers VAT no.	Company	Description of supply	VAT Paid
31/03/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Tree surgery on Millennium Field	67.00
19/06/2014	Tandridge Parish Council	210 9746 74	Tandridge District Council	Supply of dog bin	34.00
03/10/2014	Tandridge Parish Council	927 1292 22	Webfusion Ltd	Domain renewal	4.80
10/09/2014	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	12.00
04/09/2014	Tandridge Parish Council	830 8470 32	BDO LLP	Auditing annual return 2013/14	6.00
31/07/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Tree felling at Jubilee Field	87.20
28/08/2014	Tandridge Parish Council	935 6079 02	Hever Landscapes Limited	Removal of debris on Jubilee Field	57.00
29/05/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
21/09/2015	Tandridge Parish Council	830 8470 32	BDO LLP	Auditing annual return 2014/15	20.00
01/10/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	10.00
28/09/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	12.00
07/10/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	17.50
29/10/2015	Tandridge Parish Council	205 7129 85	Wellers Hedleys LLP	Professional fees	120.00
10/11/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
05/11/2015	Tandridge Parish Council	167 4134 06	SSALC Ltd	Training	20.00
31/12/2015	Tandridge Parish Council	528 5860 17	Wealdens Services Ltd	Grounds Maintenance	320.00
				Total to reclaim	827.50