

# **Tandridge Parish Council**

**Finance Report  
Up to 31 March 2018**

*Clare Kirby, Responsible Financial Officer, April 2018*



**TANDRIDGE PARISH COUNCIL  
RECEIPTS 2017/18**

<b>Month</b>	<b>S</b>	<b>From</b>	<b>Details</b>	<b>Total Receipts</b>	<b>Precept</b>	<b>NP</b>	<b>VAT</b>	<b>Other</b>
Apr		Tandridge District Council	Precept	5,000.00	5,000.00			
Aug		Tandridge Fete Committee	Hire Glebe	50.00				50.00
Sept		Tandridge District Council	Precept	5,000.00	5,000.00			
Sept		Groundwork UK	NP Grant	6,150.00		6,150.00		
Jan		SSALC	Transparency Grant	675.72				675.72
				<b>16,875.72</b>	<b>10,000.00</b>	<b>6,150.00</b>	<b>0.00</b>	<b>725.72</b>

**TANDRIDGE PARISH COUNCIL**

**BANK RECONCILIATION AT**

Balance b/f as at 31 March 2017	Santander treasurers a/c KO1223398	9.17	
	Lloyds treasurers account no. 01608845	<u>6,908.84</u>	6,908.84
		6,918.01	
Total Receipts			16,875.72
Less Total Payments			12,701.32
Balance			<u><u>11,083.24</u></u>

**TANDRIDGE PARISH COUNCIL ASSET REGISTER**

Approved at full council on Tuesday 3rd May 2016

Asset ref	Date of purchase	Supplier	Asset description	Location	Custodian	Condition	Date last physically checked	Cost/proxy cost	Insurance value	Replacement value
1	unknown	unknown	Wellhead	Outside St Peter's School, Tandridge Lane	Parish Council	Reasonable	unknown	£4,727.13	£5,000	
2	September 2010	CU Phosco Lighting Ltd	Church light	Outside St Peter's Church, Tandridge Lane	Parish Council	Reasonable	unknown	£766.95	£800	
3	unknown	unknown	War Memorial	Outside St Peter's Church, Tandridge Lane	Parish Council	Reasonable	unknown	£1,213.74	£1,500	
4			Jubilee Field	Crowhurst Lane End	Parish Council	Good	Apr-16	£1	£1	£1
5	leasehold	Tandridge District Council	Millennium Field	Behind Village Hall	Parish Council	Good	Apr-16	£1	£1	£1
6	leasehold	Diocese of Southwark	Glebe Field	Tandridge Lane	Parish Council	Good	Apr-16	£1	£1	£1
7	various	various	Gates and fences	Parish fields	Parish Council	Reasonable	Apr-16	£4,589.45	£5,000	
8	leasehold	Tandridge District Council	Village hall car park	Behind Village Hall	Parish Council	Reasonable	Apr-16	£1	£1	
9	unknown		notice boards x 6					£4,200	£4,200	
								<b>£15,501</b>	<b>£16,504</b>	<b>£3</b>
								Total agrees to annual return	Total agrees to insurance schedule	Use for building up earmarked reserves

**TANDRIDGE PARISH COUNCIL  
BUDGET 2017/18**

	Actual 16/17	Actual to date	Forecast 16/17	Budget 17/18	Explanation of differences/comments
Clerks salary + PAYE		3,079	2,933	2,970	Current NJC salary point 24 £11.19 per hour. 5 hours pw. £245 per month. Potential 1% increase could be announced by NALC = £247.45
Neighbourhood Plan		4,157		-	
Hedgecutting Contract and tree tagging.		-	1,685	1,800	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		-	1,000	1,500	£500 p.a. for grass cutting. £500 for lease. £500 for kissing gate.
General Parish Maintenance		3,448	-	500	
Subscriptions		513	309	315	SALC £162.63 / NALC £37.01 SLCC £80 / ICO £35
Expenses		113	245	300	£16pm petrol & £10 home working allowance p.m. Reduced as JH & IS posting minutes on boards.
Millenium Field Maintenance		-	300	300	£296 St Peters School for grass cutting (2015/16).
Training/Seminars		-	90	300	
Parish Council insurance		241	299	309	Year two of three year agreement in place
Internal & annual audit		222	122	240	Internal and external audit costs. 2016/17 no external audit fee as turnover fell under threshold.
S137/S142 payments		200	135	200	Grant payments. To consider: Oxted CAB, St Catherine's, Victim Support, Air Ambulance, Crimestoppers, others?, TVSC £10, cpre £40, East Surrey Museum.
Office/Admin		16	100	150	Printer ink (estimate), laminating papers
Annual Assembly		145	159	150	Food & drink
Website		-	129	100	Hosting charged at £100. £29 for domain name renewal, now registered for two years.
Poppy wreath/Chairmans allowance		25	25	25	Royal British Legion wreath donation
Jubilee Field Maintenance		-			Ditch maintenance covered in hedge cutting contract
VAT paid out to date		543			
	£0	£12,701	£7,531	£9,159	
		<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	
		<b>16/17</b>	<b>16/17</b>	<b>17/18</b>	

**RESERVES TARGET**

General reserves	3,500	Target = either 6 months precept or six months overheads (salary)
Car park maintenance fund	1,000	
Election 2019	200	Target - £1 per elector = £535
<b>TOTAL</b>	<b>4,700</b>	

**FORECAST 2017/18**

Forecast opening balance (Apr 2017)	6,696	<b>Precept</b>
Add total forecast income 17/18	10,000	
Minus total forecast expenses 17/18	9,159	
Minus target reserves	4,700	
<b>Forecast as at year end 2018</b>	<b>2,837</b>	