

KINGSTON PARISH COUNCIL Financial Report 2013/2014 QUARTER THREE OCTOBER - DECEMBER 2013
(1. Bank Movements 2. Budget against Actuals to date 3. Notes to accompany report)

Presented for approval at KPC Meeting Wednesday 15 January 2014 Appendix 3

1. Bank Movements for Quarter 3.

Bank accounts

From 01/10/13 to 31/12/13 (previous quarters already reported)

Date	Reference	Details	Receipts	Payments	Balance
Bank accounts: Barclays Community current account					
01/10/2013		Balance brought forward			30,586.88
02/10/2013	CHQ 101302	Kingston Parish Hall - hall hire		25.60	
07/10/2013	CHQ 101311	ICO Data protection registration		35.00	
07/10/2013	CHQ 101312	PAYE & NI Control		442.28	
07/10/2013	CHQ 101313	Expenses - clerk		78.47	
07/10/2013	PAY 000201	BT plc		81.00	
15/10/2013	TRF 000024	From pav res for pav bulkhead light	156.60		
15/10/2013	TRF 000025	From pav res for deposit pav acoustic curtains	600.00		
20/10/2013	CHQ 101315	Webmaster		30.00	
20/10/2013	CHQ 101316	SALC		60.00	
20/10/2013	CHQ 101317	Cyan - Jubilee commemorative bench		499.99	
20/10/2013	CHQ 101318	OSOClean - pavilion cleaning		144.00	
20/10/2013	CHQ 101319	Scottish Power - gas pavilion		100.53	
20/10/2013	CHQ 101320	Pavilion external notice board		718.80	
20/10/2013	CHQ 101321	Expenses - clerk		227.91	
23/10/2013	CHQ 101322	Action in Rural Sussex - AiRS		48.00	
23/10/2013	CHQ 101323	Land Registry research		5.00	
24/10/2013	TRF 000026	From pav res for external pav notice board	599.00		
24/10/2013	TRF 000027	From pav res for sound system for pavilion	180.90		
28/10/2013	REC 000086	Pavilion Booking Fees - Barber	40.00		
30/10/2013	TRF 000028	Transfer to play area a/c		3,000.00	26,666.80
11/11/2013	TRF 000029	Transfer to general reserve		24,000.00	
11/11/2013	PAY 000204	BT plc		83.40	
12/11/2013	REC 000087	Apple Day - donations	78.20		
12/11/2013	CHQ 101324	Webmaster		18.00	
12/11/2013	CHQ 101325	Oktoberfest donation for use of apple press		50.00	
12/11/2013	CHQ 101326	SALC		100.00	
12/11/2013	CHQ 101327	National Assoc of Local Councils		54.99	
12/11/2013	CHQ 101328	OSOClean - pavilion cleaning		144.00	
12/11/2013	CHQ 101329	Society of Local Council Clerks		150.00	
12/11/2013	CHQ 101330	PAYE		538.55	
20/11/2013	REC 000092	HMRC - VAT reclaim 1/7/13 - 30/9/13	539.72		
26/11/2013	REC 000093	Pavilion Booking Fees	49.00		
30/11/2013	CHQ 101331	PAYE		483.85	
30/11/2013	PAY 000205	BT plc		83.40	
30/11/2013	CHQ 101332	Internal mid year audit		65.30	
30/11/2013	CHQ 101333	LDC - play area inspections		165.79	
30/11/2013	CHQ 101334	Webmaster		30.00	1,366.44
01/12/2013	CHQ 101335	Expenses - P Mercer		12.33	
01/12/2013	CHQ 101336	Expenses - M Lee		32.67	
01/12/2013	CHQ 101337	Expenses - clerk		24.30	
17/12/2013	CHQ 101338	Society of Local Council Clerks		63.00	
17/12/2013	CHQ 101339	Acoustic Curtains pavilion final payment		1,081.95	
17/12/2013	TRF 000030	From pav res final payment pav curtains	1,081.95		
17/12/2013	TRF 000031	From gen reserve to current account	2,000.00		
17/12/2013	CHQ 101340	OSOClean - pavilion cleaning		144.00	
17/12/2013	CHQ 101341	C & S Webs new website hosting		40.00	
28/12/2013	CHQ 101342	Pavilion doors corrective work		919.00	
28/12/2013	CHQ 101343	Fire alarm & extinguisher testing/service		192.10	
28/12/2013	CHQ 101344	Community Pavilion signage		490.50	
28/12/2013	PAY 000206	Lewes District Council - dog bins		88.92	
28/12/2013	PAY 000207	BT plc		83.40	
28/12/2013	CHQ 101345	PAYE		538.55	
28/12/2013	CHQ 101346	HMRC PAYE & NI Control		614.57	
28/12/2013	TRF 000032	From pav res pavilion doors corrective work	919.00		
30/12/2013	CHQ 101347	New KPC website & one year support		890.00	
31/12/2013	CHQ 101348	Webmaster		12.00	140.10
31/12/2013	TRF 000034	Transfer to pav res to correct vat re bulkhead light		26.10	114.00
31/12/2013		Balance carried forward			114.00

Bank accounts: Business Reserve - acc no. 1

01/10/2013		Balance brought forward			21,735.01
31/10/2013	REC 000089	Interest 3 Jun - 1 Sep 2013	2.71		21,737.72
11/11/2013	TRF 000029	Transfer from current a/c to general reserve	24,000.00		45,737.72
02/12/2013	REC 000096	Interest to 28 Dec 2013	3.40		
17/12/2013	TRF 000031	Transfer to current account		2,000.00	43,741.12
31/12/2013		Balance carried forward			43,741.12

Bank accounts: Children's Play Area - acc no. 2

01/10/2013		Balance brought forward			15,486.56
30/10/2013	TRF 000028	Transfer from current a/c to play area a/c	3,000.00		
31/10/2013	REC 000090	Interest 3 Jun - 1 Sep 2013	1.93		18,488.49
02/12/2013	REC 000095	Interest to 28 Dec 2013	2.07		18,490.56
31/12/2013		Balance carried forward			18,490.56

Bank accounts: Courts tennis - acc no. 3

01/10/2013		Balance brought forward			9,814.14
31/10/2013	REC 000088	Interest 3 Jun - 1 Sep 2013	0.91		9,815.05
02/12/2013	REC 000094	Interest to 28 Dec 2013	1.22		9,816.27

31/12/2013	Balance carried forward	9,816.27
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Bank accounts: Pavilion - acc no. 4		
01/10/2013	Balance brought forward	42,062.89
15/10/2013 TRF 000024	Correction Bulkhead Light ref techelec	156.60
15/10/2013 TRF 000025	Acoustic Curtains deposit pavilion	600.00
24/10/2013 TRF 000026	External wall mounted notice board	599.00
24/10/2013 TRF 000027	Sound System for pavilion	180.90
31/10/2013 REC 000091	Interest 3 Jun - 1 Sep 2013	5.24
02/12/2013 REC 000097	Interest to 28 Dec 2013	5.17
17/12/2013 TRF 000030	Final payment pav acoustic curtains	1,081.95
28/12/2013 TRF 000032	Pavilion doors corrective work	919.00
31/12/2013 TRF 000034	Correction transfer vat re bulkhead light	26.10
31/12/2013	Balance carried forward	38,561.95

31/12/2013	Total	110,723.90
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2. Budget versus actual expenditure 2013 to 2014

Period April to December 2013

VAT excluded

	BEST			BE v B
	ACTUAL	ESTIMATE	BUDGET	
	April to December 2013/2014	Year 2013/2014	Year 2013/2014	
	£			
Income	48,532.00	48,905.00	47,690.00	
Pavilion costs	5,071.00	6,854.00	6,800.00	-54.00
KPC Responsibilities	2,759.00	4,252.00	4,770.00	518.00
Communications	1,527.00	1,636.00	1,160.00	-476.00
General Operating Costs	1,786.00	1,786.00	2,000.00	214.00
Administrative costs	1,691.00	1,718.00	2,135.00	417.00
Salaries & allowances	6,833.00	9,350.00	10,450.00	1,100.00
Loan interest & capital	6,330.00	12,659.00	12,659.00	0.00
Transfers to/(from) funds (play & tennis)	4,750.00	4,750.00	4,750.00	0.00
Total costs	30,747.00	43,005.00	44,724.00	1,719.00
Net effect	17,785.00	5,900.00	2,966.00	

3. Notes to accompany report

1. The bank movements report shows details of all receipts, payments and transfers in and out of each of the council's bank accounts.

All balances to be carried forward at 31/10/13 are confirmed correct as reconciled to the bank statements and VT accounting system

Notes:

- The payment to Surelock of £919 included extra work (above the original estimate of £719) to supply and fit overhead door closer, plus latch and lever handles. The necessity for this additional work only came to light when the other corrective work was done.
- On 15/10/13 £156.60 was transferred from the pav reserve a/c to the current a/c. This included the VAT charged at £26.10. On 31/12/13 the VAT at £26.10 was transferred back to the pav reserve a/c to correct the error.

2. Budget versus actual expenditure report shows how KPC is performing against its annual budget

Notes:

- Best estimate includes actual to 31/12/13 plus estimated works and revenue costs outstanding for the last quarter year
- Pavilion costs do not include corrective work which is reimbursed from pavilion reserves a/c.
- Communications costs are over budget this year due to the development of the new website but council anticipated savings on other budget headings so decided to go ahead. There is an anticipated £1719 ahead of budget overall and the council is asked to approve a resolution to make the virement needed between budget headings.