

Kingston Parish Council

Meeting 9 July 2012

Report No. 2
Item 9a – Finance Report

Financial Year 2011/12

(Report by the clerk)

The attached financial report shows payments into and out of the council's bank accounts during March 2012, and the bank balances as at 31 March 2012, the end of the financial year.

The council is asked to give approval, retrospectively, to the payments made during March 2012, as detailed in the receipts and payments report.

Points to Note:

Inter-account Transfers

- a) On 29th March 2012, a sum of £7,617.18 was transferred from the Business Reserve to the Community Account to meet the repayments to PWLB in respect of the loan taken out to fund the traffic calming scheme. This sum represents the combined value of the capital and interest payments for the whole financial year, paid to PWLB in two instalments, in October 2011 and March 2012. As councillors are aware, the excess borrowing on this loan is held in the Business Reserve and is being utilised to fund repayments until it is exhausted.
- b) On 31st March 2012, a sum of £6,507 was transferred from the Play Area account to the Community Account. The sum represents the net value of the payment made to Fawns for the resurfacing of the existing play area. The value of VAT was excluded from the transfer since it will be repaid to the Community Account when claimed.
- c) The sum of £3,000 was transferred from the Community Account to the Play Area account on 31st March 2012, as agreed by the council to increase the fund available for new play equipment, in due course.

Resolve: To approve the report and authorise the payments listed, noting: the statement of receipts and payments to the end of the year, and in particular for the period 1st March 2012 to 31st March 2012 (since the previous report), and the bank balances as at 31st March 2012.

Kingston Parish Council
Bank accounts: Barclays Community current account
From 01/4/2011 to 31/03/2012

The report covers the whole accounting year from 1/4/2011. However, for clarity and to make space, the period from 1/4/2011 to 30/11/2011 is hidden from view

Reported at Council Meeting 19 March 2012: -

3-Dec-11	TRF 000002	Transfer from Courts Tennis acc. for resurface	8,507.00		
3-Dec-11	TRF 000003	Transfer from Current to Courts Tennis - KTC contribution to joint fund		-850.00	
5-Dec-11	CHQ 101098	Gavin Wraith - webmaster		-35.00	
5-Dec-11	CHQ 101099	OSOClean		-75.00	
5-Dec-11	CHQ 101101	Thomas Fry - carpentry		-435.00	
5-Dec-11	CHQ 101102	AJB Net Pay nov 2011		-606.08	
8-Dec-11	CHQ 101100	Sussex & Surrey Associations of Local Councils (SALC)		-57.00	
12-Dec-11	PAY 000146	BT plc		-63.15	3,743.95
4-Jan-12	REC 000020	Came & Company	2,348.00		
9-Jan-12	CHQ 101103	Southern Alarms Systems Limited - fire alarm		-122.20	
9-Jan-12	CHQ 101104	Salary control		-525.46	
9-Jan-12	CHQ 101105	PAYE & NI Control		-65.04	
9-Jan-12	CHQ 101108	Gavin Wraith - webmaster		-15.00	
9-Jan-12	CHQ 101106	Mackellar Schwerdt - architects		-162.37	
9-Jan-12	CHQ 101107	Farnrise Construction Ltd		-31,224.29	
9-Jan-12	PAY 000147	BT plc		-67.27	
12-Jan-12	REC 000021	HMRC - VAT reclaim for 2010/11 financial year	3,643.50		
15-Jan-12	TRF 000004	Transfer from Pavilion a/c to current for final build costs	31,400.00		
16-Jan-12	PAY 000148	Lewes District Council		-88.92	
29-Jan-12	CHQ 101109	University of Sussex		-585.00	
31-Jan-12	CHQ 101110	Expenses - clerk		-175.59	8,104.31
6-Feb-12	TRF 000005	Transfer from Current to Courts Tennis - KPC contribution to joint fund 11/		-850.00	
6-Feb-12	PAY 000150	British Gas - gas		-534.37	
7-Feb-12	REC 000027	HMRC - VAT reclaim 1/4/11 to 30/11/11	3,760.74		
10-Feb-12	PAY 000149	BT plc		-63.62	
10-Feb-12	PAY 000151	Southern Water		-113.00	
12-Feb-12	CHQ 101111	Salary control		-688.30	
12-Feb-12	CHQ 101112	Gavin Wraith - webmaster		-36.00	
12-Feb-12	CHQ 101113	Expenses - R Jeffery		-16.65	
12-Feb-12	CHQ 101114	Smith of Derby		-180.00	
12-Feb-12	CHQ 101115	Keith Haynes - internal auditor		-80.00	
12-Feb-12	CHQ 101116	Thomas Fry - carpentry		-60.00	
13-Feb-12	CHQ 101117	Expenses - M Lee		-52.71	
28-Feb-12	PAY 000152	British Gas - electricity		-161.62	
28-Feb-12	CHQ 101118	Expenses - R Jeffery		-7.20	
28-Feb-12	CHQ 101119	Expenses - J Greenslate		-32.83	
28-Feb-12	CHQ 101120	Expenses - clerk		-155.77	8,832.98

Reported at Council Meeting 9 July 2012: -

5-Mar-12	REC 000028	Steering Group - Reimbursement for Action Plan printing	85.00		
12-Mar-12	CHQ 101121	Anti-Virus software		-54.99	
12-Mar-12	CHQ 101122	Cliff Parrott - Pavilion expenses (First Aid Kit)		-10.56	
12-Mar-12	CHQ 101123	Society of Local Council Clerks - Subs 11/12		-105.00	
12-Mar-12	CHQ 101124	Gavin Wraith - webmaster		-24.00	
12-Mar-12	PAY 000153	BT plc		-73.95	
13-Mar-12	CHQ 101125	The Kingston News		-67.00	
19-Mar-12	CHQ 101126	Getmapping PLC - online mapping service		-36.00	
20-Mar-12	CHQ 101127	Clerk's salary - Feb 2012		-736.62	
29-Mar-12	TRF 000006	Transfer from Bus Res to Current - PWLB for traffic calming - whole of 2011/12	7,617.18		
31-Mar-12	CHQ 101128	Expenses - R Jeffery Travel Costs		-5.00	
31-Mar-12	TRF 000007	Transfer for playground resurface, net of VAT	6,507.00		
31-Mar-12	TRF 000008	Transfer to play area a/c for refurbishment		-3,000.00	
31-Mar-12	CHQ 101129	Fawns Recreational Services Ltd		-7,808.83	
31-Mar-12	CHQ 101130	Farnrise Construction Ltd - Master Keys		-108.00	
31-Mar-12	CHQ 101131	Lewes District Council - Maps		-24.00	
31-Mar-12	CHQ 101132	Society of Local Council Clerks - Clerk's Manual		-47.00	
31-Mar-12	CHQ 101133	Gavin Wraith - webmaster		-36.00	
31-Mar-12	CHQ 101134	Claerk's Salary - March 2012		-702.18	
31-Mar-12	CHQ 101135	National Insurance - Jan to March		-99.51	
31-Mar-12	CHQ 101136	Honorarium - Play Area		-100.00	
31-Mar-12	CHQ 101137	Honorarium - Pavilion		-100.00	
31-Mar-12	CHQ 101138	SALC - Cllr Training (Localism Conference)		-102.00	
31-Mar-12	PAY 000154	Public Works Loan Board - 2nd inst. for 3 loans		-6,329.66	3,471.86
31-Mar-12		Balance carried forward			3,471.86

Kingston Parish Council**Bank accounts: Business Reserve - acc no. 1****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			25,325.01
6-Jun-11	REC 000001	GROSS INTEREST 7/3/11 TO 5/6/11	3.16		25,328.17
5-Sep-11	REC 000010	GROSS INTEREST 6/6/11 TO 4/9/11	3.16		25,331.33
5-Dec-11	REC 000025	GROSS INTEREST 5/9/11 TO 4/12/11	3.16		25,334.49
5-Mar-12	REC 000030	GROSS INTEREST 5/12/11 TO 4/3/12	3.16		
29-Mar-12	TRF 000006	Transfer from Bus Res to Current - PWLB for traffic calming whole of 11/12		-7,617.18	17,720.47
31-Mar-12		Balance carried forward			17,720.47

Kingston Parish Council**Bank accounts: Children's Play Area - acc no. 2****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			16,446.20
6-Jun-11	REC 000002	GROSS INTEREST 7/3/11 TO 5/6/11	2.05		16,448.25
5-Sep-11	REC 000011	GROSS INTEREST 6/6/11 TO 4/9/11	2.05		16,450.30
5-Dec-11	REC 000023	GROSS INTEREST 5/9/11 TO 4/12/11	2.05		16,452.35
5-Mar-12	REC 000031	GROSS INTEREST 5/12/11 TO 4/3/12	2.05		
31-Mar-12	TRF 000007	Transfer for playground resurface, net of VAT		-6,507.00	
31-Mar-12	TRF 000008	Transfer to play area a/c for refurbishment	3,000.00		12,947.40
31-Mar-12		Balance carried forward			12,947.40

Bank accounts: Courts tennis - acc no. 3**From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			10,707.86
18-Apr-11	TRF 000001	Funds transfer - KPC contribution 10/11	850.00		11,557.86
6-Jun-11	REC 000003	GROSS INTEREST 7/3/11 TO 5/6/11	1.39		11,559.25
5-Sep-11	REC 000012	GROSS INTEREST 6/6/11 TO 4/9/11	1.44		11,560.69
3-Dec-11	TRF 000002	Transfer from Courts Tennis acc. for resurface		-8,507.00	3,053.69
3-Dec-11	TRF 000003	Transfer from Current to Courts Tennis - KTC contribution	850.00		3,903.69
5-Dec-11	REC 000022	GROSS INTEREST 5/9/11 TO 4/12/11	1.44		3,905.13
6-Feb-12	TRF 000005	Transfer from Current to Courts Tennis - KPC contrib. 11/12	850.00		4,755.13
5-Mar-12	REC 000032	GROSS INTEREST 5/12/11 TO 4/3/12	0.52		4,755.65
31-Mar-12		Balance carried forward			4,755.65

Bank accounts: Pavilion - acc no. 4**From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			74,682.85
6-Jun-11	REC 000005	GROSS INTEREST 7/3/11 TO 5/6/11	9.31		74,692.16
5-Sep-11	REC 000013	GROSS INTEREST 6/6/11 TO 4/9/11	9.31		74,701.47
5-Dec-11	REC 000026	GROSS INTEREST 5/9/11 TO 4/12/11	9.31		74,710.78
16-Jan-12	TRF 00004	Transfer to current a/c to pay final build costs		-31,400.00	43,310.78
5-Mar-12	REC 000033	GROSS INTEREST 5/12/11 TO 4/3/12	7.21		43,317.99
31-Mar-12		Balance carried forward			43,317.99

Bank accounts: Staff Gratuity - acc no. 6**From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			93.53
6-Jun-11	REC 000006	GROSS INTEREST 7/3/11 TO 5/6/11	0.01		93.54
5-Sep-11	REC 000014	GROSS INTEREST 6/6/11 TO 4/9/11	0.01		93.55
5-Dec-11	REC 000024	GROSS INTEREST 5/9/11 TO 4/12/11	0.01		93.56
5-Mar-12	REC 000034	GROSS INTEREST 5/12/11 TO 4/3/12	0.01		93.57
31-Mar-12		Balance carried forward			93.57

Kingston Parish Council
Balance Sheet (extract)
As at 31/03/2012 and 29/02/2012

	31-Mar-12	29-Feb-12
Bank accounts ("cashbook" balances not necessarily at bank)	£	£
Barclays Community current account	£3,472.00	£8,833.00
Business Reserve - acc no. 1	£17,720.00	£25,334.00
Children's Play Area - acc no. 2	£12,947.00	£16,452.00
Courts tennis - acc no. 3	£4,756.00	£4,755.00
Pavilion - acc no. 4	£43,318.00	£43,311.00
Staff Gratuity - acc no. 6	£94.00	£94.00
	<u>£82,307.00</u>	<u>£98,779.00</u>
Supplier's ledger (owed to third-parties)		
British Gas - gas	£360.00	£360.00
BT plc	-£65.00	-£74.00
Getmapping PLC	£0.00	-£36.00
Anti Virus Software	£0.00	-£55.00
R W Green Ltd - Tree work	-£322.00	-£322.00
	<u>-£27.00</u>	<u>-£126.00</u>
Other accounts		
Input VAT - awaiting reclaim	£6,746.00	£5,233.00
	<u>£6,746.00</u>	<u>£5,233.00</u>