

Kingston Parish Council

Meeting 9 July 2012

Report No. 3
Item 9b – Finance Report

Financial Year 2012/13
April to June

(Report by the clerk)

The attached financial report shows payments into and out of the council's bank accounts during the first quarter of the financial year 2012/13, the bank balances as at 30 June 2012, and a comparison of expenditure to date with the budget for the current year.

The council is asked to give approval, retrospectively, to the payments made to 30 June 2012, as detailed in the receipts and payments report.

Points to Note:

- a) The receipt of £20,000 from Lewes District Council represents half of the annual precept. The remainder will be received in September.
- b) The sum of £10,000 was transferred to the business reserve account at the beginning of July. This transfer falls outside the scope of this report, and will be shown in the report for the following quarter.

A relatively high balance is retained in the current account to meet the remaining cost of installing the new play area equipment.

Resolve: To approve the report and authorise the payments listed, noting: the statement of receipts and payments for the period 1st April 2012 to 30th June 2012, the bank balances as at 30th June 2012, and the comparison between payments made to date and the budget set for the current year.

Kingston Parish Council

Bank accounts: Barclays Community current account

From 01/4/2012 to 31/03/2013

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance Brought Forward			3,471.86
Reported at Council Meeting 9 July 2012: -					
01/04/2012	CHQ 101139	Sussex Assoc. of Local Councils - Subs 12/13		-224.99	
01/04/2012	REC 000029	LDC - Precept 2012/13 - first half	20,000.00		
11/04/2012	PAY 000156	BT plc		-64.95	
16/04/2012	CHQ 101140	ESCC - Verge Post License Application		-36.00	
16/04/2012	CHQ 101141	Lewes District Council - Jubilee Event Notice		-21.00	
16/04/2012	PAY 000155	Lewes District Council - Dog Waste Collection		-88.92	
23/04/2012	REC 000035	British Gas - gas	69.55		
24/04/2012	CHQ 101143	R W Green Ltd - Tree Works		-321.60	
24/04/2012	CHQ 101142	SCP Environmental - Maint. Of Rainwater System		-210.00	
26/04/2012	CHQ 101144	Lewes District Council - Playground Inspection		-86.98	
26/04/2012	CHQ 101145	Barcombe Landscapes Limited - field mowing		-67.50	22,419.47
01/05/2012	CHQ 101147	Gavin Wraith - webmaster		-18.00	
10/05/2012	PAY 000157	BT plc		-64.63	
10/05/2012	PAY 000158	Southern Water		-41.36	
11/05/2012	REC 000036	BIG Lottery Fund Play Area Grant	10,000.00		
14/05/2012	CHQ 101148	Keith Haynes		-150.00	
14/05/2012	CHQ 101150	OSOClean - Pavilion Cleaning May 2012		-169.00	
20/05/2012	CHQ 101149	Kent & Sussex Security - intruder alarm monitoring		-348.00	
23/05/2012	CHQ 101146	Clerk's Salary + Expenses April 2012		-824.58	
28/05/2012	PAY 000159	British Gas - electricity		-164.09	30,639.81
11/06/2012	PAY 000160	BT plc		-67.00	
14/06/2012	CHQ 101152	Campaign to Protect Rural England - subs 12/13		-29.00	
14/06/2012	CHQ 101154	F Humphrey Heating - Boiler/air con service		-345.60	
14/06/2012	CHQ 101155	Strimmer for Pavilion grass		-23.79	
14/06/2012	CHQ 101156	Running Imp Sports - Jubilee event items		-301.53	
14/06/2012	CHQ 101157	OSOClean - Pavilion Cleaing June 2012		-108.00	
14/06/2012	CHQ 101151	Barcombe Landscapes Limited - field mowing		-187.50	
14/06/2012	CHQ 101153	Gavin Wraith - webmaster		-171.00	
25/06/2012	CHQ 101158	Clerk Salary - May 2012		-654.75	
25/06/2012	CHQ 101159	Keith Haynes - internal audit - yr end 2011/12		-110.00	
30/06/2012	CHQ 101160	Expenses - J Greenslate - map printing		-10.50	
30/06/2012	CHQ 101161	Tom Fry - repair to Parish Hall notice board		-45.00	
30/06/2012	CHQ 101162	Expenses - P Mercer - training, travel, bulb, clock		-34.25	
30/06/2012	CHQ 101163	Expenses - clerk - maps, travel, ink, ant repellent		-131.46	
30/06/2012	CHQ 101164	Southern Alarms Systems Ltd - fire alarm service		-90.00	
30/06/2012	CHQ 101165	Proludic Ltd - Supply of Roundabout		-2,482.80	
30/06/2012	CHQ 101166	Keith Haynes - Balance of Jubilee Fund		-78.00	
30/06/2012	CHQ 101167	Clerk Salary - June 2012		-524.72	
30/06/2012	CHQ 101168	PAYE & NI Control - NI to HMRC for Apr - Jun 12		-31.35	25,213.56

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Bank accounts: Business Reserve - acc no. 1

From 01/04/12 to 31/03/13

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance brought forward			17,720.47
06/06/2012	REC 000037	Gross Interest 5/3/12 to 5/6/12		2.50	17,722.97
30/06/2012		Balance carried forward			<u><u>17,722.97</u></u>

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

From 01/04/12 to 31/03/13

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance brought forward			12,947.40
06/06/2012	REC 000038	Gross Interest 5/3/12 to 5/6/12		1.78	12,949.18
30/06/2012		Balance carried forward			<u><u>12,949.18</u></u>

Bank accounts: Courts tennis - acc no. 3

From 01/04/12 to 31/03/13

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance brought forward			4,755.65
06/06/2012	REC 000040	Gross Interest 5/3/12 to 5/6/12		0.61	4,756.26
30/06/2012		Balance carried forward			<u><u>4,756.26</u></u>

Bank accounts: Pavilion - acc no. 4

From 01/04/12 to 31/03/13

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance brought forward			43,317.99
06/06/2012	REC 000041	Gross Interest 5/3/12 to 5/6/12		5.52	43,323.51
30/06/2012		Balance carried forward			<u><u>43,323.51</u></u>

Bank accounts: Staff Gratuity - acc no. 6

From 01/04/12 to 31/03/13

Date	Reference	Details	Receipts	Payments	Balance
01/04/2012		Balance brought forward			93.57
06/06/2012	REC 000039	Gross Interest 5/3/12 to 5/6/12		0.01	93.58
30/06/2012		Balance carried forward			<u><u>93.58</u></u>

Kingston Parish Council
Balance Sheet (extract)
As at 30/06/2012 and 31/05/2012

	30/06/12	31/05/12
Bank accounts ("cashbook" balances not necessarily at bank)	£	£
Barclays Community current account	28,420.00	30,640.00
Business Reserve - acc no. 1	17,723.00	17,720.00
Children's Play Area - acc no. 2	12,949.00	12,947.00
Courts tennis - acc no. 3	4,756.00	4,756.00
Pavilion - acc no. 4	43,324.00	43,318.00
Staff Gratuity - acc no. 6	94.00	94.00
	<u>107,266.00</u>	<u>109,475.00</u>
Supplier's ledger (owed to third-parties)		
Barcombe Landscapes Ltd - field mowing	0.00	-188.00
BT plc	-65.00	-67.00
Campaign to Protect Rural England	0.00	-29.00
F Humphrey Heating Sussex Limited	0.00	-346.00
Gavin Wraith - webmaster	0.00	-126.00
Lewes District Council	-89.00	0.00
Running Imp International Sports Ltd	0.00	-302.00
	<u>-154.00</u>	<u>-1,057.00</u>
Other accounts		
Input VAT - awaiting reclaim	809.00	339.00
	<u>809.00</u>	<u>339.00</u>
PAYE & NI Control	0	-22
	<u>0</u>	<u>-22</u>

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Whole year - budget and actuals to date

WHOLE YEAR	ACTUAL	ACTUAL TO DATE	BUDGET	
	2011/12	2012/13	2012/13	
	£	£	£	
VAT excluded				
Income				
Interest received	61	10	50	
Kingston Village Football Club	120	-	120	
Kingston Tennis Club	510	-	510	
Donations	1,700	-	-	
Rates from Kingston village (via LDC precept)	35,500	20,000	40,000	
	<u>37,891</u>	<u>20,010</u>	<u>40,680</u>	
Pavilion costs				
Cleaning	150	277	1,600	
Electricity	466	156	650	
Gas	1,413	276	480	(2011/12 figure includes usage from July 2010)
Keys & security	682	-	250	
Maintenance contracts	480	828	2,000	
Pavilion costs - general	1,007	92	-	
Telephone and broadband	627	164	750	
Water	234	39	300	
	<u>5,059</u>	<u>1,832</u>	<u>6,030</u>	
KPC responsibilities				
Grass cutting	2,220	236	3,150	
LDC - Dog waste collection	296	148	350	
LDC - Play equipment inspection	62	72	130	
Tree works	-	-	1,200	
Other works	848	45	1,000	Repair to notice board
Election	1,204	-	-	
Jubilee Event (S.137)	-	500	-	
	<u>4,630</u>	<u>1,001</u>	<u>5,830</u>	
Communications				
Computer costs	-	-	100	
KPC web site	481	194	600	
Meeting expenses	-	-	50	
Postage	39	26	50	
Publicity	647	-	500	
	<u>1,167</u>	<u>220</u>	<u>1,300</u>	
General operating costs				
Insurance	2,286	-	2,500	
Donations	-	-	-	
	<u>2,286</u>	<u>-</u>	<u>2,500</u>	
Administrative costs				
Audit fees	750	110	1,000	
Legal fees	90	-	-	
Publications	105	76	150	
Stationery & office sundries	641	9	1,050	
Subs & memberships	447	254	500	
Sundries	200	30	50	Verge post licence app.
	<u>2,233</u>	<u>479</u>	<u>2,750</u>	
Salaries & allowances				
Chair's allowance	-	-	-	
Clerk gross salary incl. E'ers NI	8,108	1,916	7,500	
Locum & temporary clerks	780	-	150	
New clerk appointment costs	358	-	-	
Training	610	14	650	
Travel & mileage claims at HMRC rate	494	44	500	
	<u>10,350</u>	<u>1,974</u>	<u>8,800</u>	
Loan interest & capital				
Public Works Loans	12,659	-	12,659	(Interest on loans for traffic calming and pavilion)
Transfers to/(from) funds				
Children's play area - repairs fund	3,000	-	3,000	
Traffic Calming excess to pay interest	(6,724)	-	(6,724)	
Tennis court repairs fund	850	-	1,750	
	<u>9,785</u>	<u>-</u>	<u>10,685</u>	
Total costs	<u>35,510</u>	<u>5,506</u>	<u>37,895</u>	
Net effect	<u>2,381</u>	<u>14,504</u>	<u>2,785</u>	