

Kingston Parish Council

Meeting 8 August 2011

Report No 3

Item 10 Finance
(Report by the chair)

This report has two elements to it at present: 1) - receipts and payments for the year to date and 2) - balance sheet extract.

1) - The receipts and payments element lists all sums received or paid into or from each bank account held by the council. It will cover the whole accounting year from 1 April 2011; for now to 31 July 2011.

Where data has been reported previously, this report shows which meeting received that report and also indicates where liabilities were authorised for payment in advance of the next meeting.

2) - The balance sheet extract reports the bank accounts as at 31 July 2011 and is derived from reconciled bank statements as at that date. Note that if a cheque was drawn but has not yet cleared the bank it will be shown as "paid" and the bank balance reduced accordingly. In other words, the balance shown assumes that all payments have been successfully completed and similarly all receipts are cleared at the bank. The effect of this normal accounting approach is that the balance shown on the bank statement may differ from that reported but is reconciled to explain why it may differ.

In future, it is intended to provide a comparison of receipts and payments completed against the annual budget. This report will allow all to see "how are we doing" against the funds collected by the annual precept and where, if any, over-runs or helpful shortfalls any be anticipated.

Finally, I must declare an interest: - included are expenses of the charitable company, which remain unpaid by the council from oversight. My company Kingston Hill Limited incurred some of those costs and as its owner I have an interest in the council's decision and accordingly "stand away" from the decision to be taken.

Kingston Parish Council
Bank accounts: Barclays Community current account
From 01/04/11 to 31/03/12

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			1,431.39
Reported at previous Council Meeting(s) but hadn't cleared the bank: -					
1-Apr-11	CHQ 101041	Parish Meeting - hall hire		(24.80)	
1-Apr-11	CHQ 101040	Honorarium pavilion - Mrs Dee Harris		(10.00)	
1-Apr-11	CHQ 101039	Southern Alarm Systems Limited		(261.07)	
1-Apr-11	CHQ 101035	LDC Play area inspection		(90.01)	
1-Apr-11	CHQ 101028	HMRC tax & NI qtr. - ends 2010/11		(388.39)	
Reported at Council Meeting 16 May 2011: -					
8-Apr-11	REC 000007	LDC - Precept 2011/12 - first half	17,750.00		
11-Apr-11	DDR	BT plc		(61.74)	
18-Apr-11	TRF 000001	Funds transfer		(850.00)	
18-Apr-11	DDR	Lewes District Council		(88.92)	
19-Apr-11	CHQ 101036	HMRC tax & NI qtr.		(134.57)	
19-Apr-11	CHQ 101038	F Humphrey Heating Sussex Limited		(345.60)	
19-Apr-11	CHQ 101042	Action in Rural Sussex - AiRS		(28.00)	
19-Apr-11	CHQ 101043	Expenses - R Jeffery		(85.29)	
26-Apr-11	CHQ 101037	Paul Tipple - sal & exp		(616.78)	
27-Apr-11	REC 000008	BT plc refund - reason unknown	5.50		
28-Apr-11	DDR	British Gas - electricity		(56.60)	16,145.12
4-May-11	CHQ 101044	Paul Tipple - sal & exp		(1,102.10)	
4-May-11	CHQ 101045	Expenses - R Jeffery		(30.00)	15,013.02
Reported at Council Meeting 15 June 2011: -					
10-May-11	DDR	BT plc		(67.82)	
12-May-11	DDR	British Gas - gas		(961.71)	
16-May-11	DDR	British Gas - gas		(26.79)	
17-May-11	CHQ 101046	Sussex & Surrey Associations of Local Councils (SALC)		(230.60)	
17-May-11	CHQ 101047	Gavin Wraith - web-master		(90.00)	
17-May-11	CHQ 101048	Kent & Sussex Security Limited - intruder alarm		(348.00)	
17-May-11	CHQ 101049	Expenses - clerk		(56.26)	
31-May-11	DDR	British Gas - electricity		(45.85)	13,185.99
9-Jun-11	DDR	BT plc		(63.64)	
Reported at Council Meeting 8 August 2011: -					
Approved for payment - 15/6/2011:					
15-Jun-11	CHQ 101050	Campaign to Protect Rural England		(29.00)	
15-Jun-11	CHQ 101051	Gavin Wraith - webmaster		(95.00)	
15-Jun-11	CHQ 101052	Kent & Sussex Security Limited - intruder alarm		(114.00)	
15-Jun-11	CHQ 101053	Action in Rural Sussex - AiRS		(10.00)	
15-Jun-11	CHQ 101054	Trevor May Contractors Limited - tennis court work		(1,620.00)	
15-Jun-11	CHQ 101055	Mackellar Schwerdt - architects		(474.00)	
15-Jun-11	CHQ 101056	Thomas Fry - carpentry		(78.00)	
15-Jun-11	CHQ 101057	Expenses - clerk		(738.73)	
21-Jun-11	CHQ 101058	Net pay clerk June		(951.08)	
21-Jun-11	CHQ 101059	HMRC tax & NI qtr.		(532.38)	
21-Jun-11	REC 000009	Assumed donation - Kingston Football Club	120.00		
28-Jun-11	DDR	British Gas - electricity		(43.11)	8,557.05
11-Jul-11	DDR	BT plc		(62.54)	
14-Jul-11	CHQ 101060	OSOClean		(75.00)	
14-Jul-11	CHQ 101061	Keith Haynes - internal auditor		(250.00)	
15-Jul-11	DDR	Lewes District Council - dog waste collection		(88.92)	
28-Jul-11	DDR	British Gas - electricity		(43.86)	8,036.73
31-Jul-11		Balance carried forward			<u>8,036.73</u>

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
31-Jul-11		Balance carried forward			<u>25,328.17</u>

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
31-Jul-11		Balance carried forward			<u>16,448.25</u>

Kingston Parish Council
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	850.00		11,557.86
6-Jun-11	REC 000003	GROSS INTEREST 7/3/11 TO 5/6/11	1.39		11,559.25
31-Jul-11		Balance carried forward			<u>11,559.25</u>

Kingston Parish Council
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
31-Jul-11		Balance carried forward			<u>74,692.16</u>

Kingston Parish Council
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
31-Jul-11		Balance carried forward			<u>93.54</u>

Kingston Parish Council
Balance Sheet (extract)
As at 31/7/11 and 30/6/11

	31/07/2011	30/06/2011
Bank accounts ("cashbook" balances not necessarily at bank)	£	£
Barclays Community current account	8,037	8,557
Business Reserve - acc no. 1	25,328	25,328
Children's Play Area - acc no. 2	16,448	16,448
Courts tennis - acc no. 3	11,559	11,559
Pavilion - acc no. 4	74,692	74,692
Staff Gratuity - acc no. 6	94	94
	<u>136,158</u>	<u>136,678</u>
Supplier's ledger (owed to third-parties)		
Barcombe Landscapes Limited - field mowing	(938)	(938)
British Gas - gas [o/paid to be resolved]	183	183
BT plc	(61)	(63)
Keith Gibson - expenses of KCP Ltd - premises licence	(72)	(72)
Keith Haynes - internal auditor	-	(250)
Kingston Hill Limited - expenses of KCP Ltd	(348)	(348)
Lewes District Council - annual inspection play eqpt	(74)	(163)
Mary Fellows - expenses of pavilion opening ceremony	(25)	(25)
Open Spaces Society - subs [what for?]	(40)	-
Southern Alarms Systems Limited - fire alarm	(90)	(90)
Southern Water - half year to July 2011	(121)	-
Sussex & Surrey Associations of Local Councils (SALC):		-
- New councillor training ML, PM, DM & NM and JC, JG	(360)	
- Clerk recruitment assistance	(180)	
	<u>(2,127)</u>	<u>(1,765)</u>
Other accounts		
Input VAT - awaiting reclaim quarterly	1,114	1,005
Salary control - awaits reconciliation	3,556	3,556
	<u>4,670</u>	<u>4,561</u>