

Kingston Parish Council

Meeting 19 March 2012

Report No. 2

Item 9 – Finance

(Report by the clerk)

The attached report shows recent payments and receipts, and the council's bank balances as at 29th February 2012.

Points to note:

- 1) VAT has now been re-claimed from HMRC for the financial year 2010/11, and also the current financial year, up to 30th November 2011. The final claim, for the period December 2011 to March 2012, will be submitted after the end of March.
- 2) The second instalment of the PWLB loan repayment is due on 31st March 2012. The traffic calming element will be transferred from the excess borrowing for this loan, which is held in the business reserve account.
- 3) Contributions towards the joint maintenance fund from both the parish council and the tennis club have now been transferred to the tennis club account.

Kingston Parish Council

Bank accounts: Barclays Community current account

From 01/4/2011 to 31/03/2012

The report covers the whole year from 1/4/2011.

However, for clarity and to make space, the period 1/4/11 to 30/11/11 is hidden from view

Date	Reference	Details	Receipts	Payments	Balance
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. Website maintenance Nov 2011		-35.00	
5-Dec-11	CHQ 101099	OSOClean - one-off deep clean of pavilion		-75.00	
5-Dec-11	CHQ 101101	Thomas Fry - carpentry. Repair of noticeboards		-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 - Insurance payment for tennis court repai	2,348.00		
9-Jan-12	CHQ 101103	Southern Alarms Systems Limited - fire alarm routine service		-122.20	
9-Jan-12	CHQ 101104	AJB Net pay Dec 2011		-525.46	
9-Jan-12	CHQ 101105	PAYE & NI Control		-65.04	
9-Jan-12	CHQ 101108	Gavin Wraith - webmaster. Website maintenance Dec 2011		-15.00	
9-Jan-12	CHQ 101106	Mackellar Schwerdt - architects		-162.37	
9-Jan-12	CHQ 101107	Farnrise Construction Ltd - Final payment for pavilion		-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 - dog bin emptying - quarterly charge		-88.92	
29-Jan-12	CHQ 101109	University of Sussex - printing of updated Parish Action Plan		-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 11/1		-850.00	
6-Feb-12	PAY 000150	British Gas - gas. Quarterly charge based upon estimated reading		-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	AJB Net Pay - January 2012		-688.30	
12-Feb-12	CHQ 101112	Gavin Wraith - webmaster. Website Maintenance Jan 2012		-36.00	
12-Feb-12	CHQ 101113	Expenses - R Jeffery. Mileage claim		-16.65	
12-Feb-12	CHQ 101114	Smith of Derby - callout for clock		-180.00	
12-Feb-12	CHQ 101115	Keith Haynes - internal auditor. Interim audit		-80.00	
12-Feb-12	CHQ 101116	Thomas Fry - carpentry. Repair of play area gate		-60.00	
13-Feb-12	CHQ 101117	Expenses - M Lee. Stationery, mileage.		-52.71	
28-Feb-12	PAY 000152	British Gas - electricity. Quarterly charge - Estimated bill		-161.62	
28-Feb-12	CHQ 101118	Expenses - R Jeffery. Mileage claim		-7.20	
28-Feb-12	CHQ 101119	Expenses - J Greenslate. Ink costs		-32.83	
28-Feb-12	CHQ 101120	Expenses - clerk. Web hosting, mileage, stationery, ink, loo cleaner		-155.77	8,832.98

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
29-Feb-12		Balance carried forward			<u>25,334.49</u>

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
29-Feb-12		Balance carried forward			<u>16,452.35</u>

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		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		4,755.13
29-Feb-12		Balance Carried Forward			<u>4,755.13</u>

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	43,310.78
29-Feb-12		Balance carried forward			<u>43,310.78</u>

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
29-Feb-12		Balance carried forward			<u>93.56</u>

Kingston Parish Council
Balance Sheet (extract)
As at 29/02/2012 and 31/01/2012

	29/02/2012	31/01/2012
Bank accounts ("cashbook" balances not necessarily at bank)	£	£
Barclays Community current account	8,833	8,104
Business Reserve - acc no. 1	25,334	25,334
Children's Play Area - acc no. 2	16,452	16,452
Courts tennis - acc no. 3	4,755	3,905
Pavilion - acc no. 4	43,311	43,311
Staff Gratuity - acc no. 6	94	94
	<u>98,779</u>	<u>97,201</u>
Supplier's ledger (owed to third-parties)		
British Gas - gas	0	-534
BT plc	0	-64
Gavin Wraith - webmaster	0	-36
Southern Water	0	-113
	<u>0.00</u>	<u>-747.00</u>
Other accounts		
Input VAT - awaiting reclaim quarterly	5,366.68	-
	<u>5,366.68</u>	<u>-</u>