

Kingston Parish Council

Meeting 10 October 2011

Report No. 2

Item 12 Finance

(Report by the clerk)

This report has two elements to it: 1) - receipts and payments, 2) - balance sheet extract, and 3) - a comparison of receipts and payments completed against the annual budget.

- 1) The receipts and payments element lists all sums received or paid into or from each bank account held by the council. It includes payments reported at the last council meeting.
- 2) The balance sheet extract reports the bank accounts as at 30th September 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.

The following cheques were received from Kingston Tennis Club after the last date of the financial report, on 4th October 2011:

Kingston Tennis Club Receipts -	
Joint fund	£850
Rent	£400
Insurance Contribution	<u>£110</u>
Total	<u>£1360</u>

- 3) The comparison against the budget allows us to see 'how we are doing' against the funds collected by the annual precept.

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, but to make space, the period from 1/4 to 14/6/2011 is hidden

Reported at Council Meeting 8 August 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

Reported at Council Meeting 10 October 2011:-

8-Aug-11	PAY 000133	Lewes District Council	(74.10)	
9-Aug-11	PAY 000134	BT plc	(61.47)	
10-Aug-11	CHQ 101062	Barcombe Landscapes Limited - field mowing	(937.50)	
10-Aug-11	CHQ 101063	Keith Gibson	(71.91)	
10-Aug-11	CHQ 101064	Kingston Hill Limited	(348.48)	
10-Aug-11	CHQ 101065	Mary Fellows	(25.00)	
10-Aug-11	CHQ 101066	Open Spaces Society	(40.00)	
10-Aug-11	CHQ 101067	Southern Alarms Systems Limited - fire alarm	(90.00)	
10-Aug-11	CHQ 101068	Steve Keogh - locum clerk	(75.00)	
10-Aug-11	CHQ 101069	Sussex & Surrey Associations of Local Councils (SALC)	(540.00)	
10-Aug-11	PAY 000135	Southern Water	(121.21)	
11-Aug-11	CHQ 101070	Patrick Coffey Planning	(78.26)	
18-Aug-11	CHQ 101071	Came & Company	(2,255.54)	
19-Aug-11	CHQ 101072	Came & Company	(30.01)	
30-Aug-11	PAY 000136	British Gas - electricity	(41.11)	
2-Sep-11	REC 000015	LDC - Precept 2011/12 - second half	17,750.00	
9-Sep-11	PAY 000137	BT plc	(62.76)	
12-Sep-11	PAY 000138	Southern Water	(13.79)	
18-Sep-11	CHQ 101073	LDALC	(20.00)	
18-Sep-11	CHQ 101074	Sussex & Surrey Associations of Local Councils (SALC)	(85.00)	
18-Sep-11	CHQ 101075	Lewes District Council	(45.00)	
18-Sep-11	CHQ 101076	Gavin Wraith - webmaster	(50.00)	
28-Sep-11	PAY 000139	British Gas - electricity	(39.95)	
30-Sep-11	PAY 000140	Public Works Loan Board	(6,329.66)	
30-Sep-11		Balance carried forward		<u>14,350.98</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
5-Sep-11	REC 000010	GROSS INTEREST 6/6/11 TO 4/9/11	3.16		25,331.33
30-Sep-11		Balance carried forward			<u>25,331.33</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
5-Sep-11	REC 000011	GROSS INTEREST 6/6/11 TO 4/9/11	2.05		16,450.30
30-Sep-11		Balance carried forward			<u>16,450.30</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
5-Sep-11	REC 000012	GROSS INTEREST 6/6/11 TO 4/9/11	1.44		11,560.69
30-Sep-11		Balance carried forward			<u>11,560.69</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
5-Sep-11	REC 000013	GROSS INTEREST 6/6/11 TO 4/9/11	9.31		74,701.47
30-Sep-11		Balance carried forward			<u>74,701.47</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
5-Sep-11	REC 000014	GROSS INTEREST 6/6/11 TO 4/9/11	0.01		93.55
30-Sep-11		Balance carried forward			<u>93.55</u>

Kingston Parish Council
Balance Sheet (extract)
As at 30/9/2011 and 31/8/2011

	30/09/2011	31/08/2011
Bank accounts ("cashbook" balances not necessarily at bank)	£	£
Barclays Community current account	14,351	3,247
Business Reserve - acc no. 1	25,331	25,328
Children's Play Area - acc no. 2	16,450	16,448
Courts tennis - acc no. 3	11,561	11,559
Pavilion - acc no. 4	74,701	74,692
Staff Gratuity - acc no. 6	94	94
	<u>142,488</u>	<u>131,368</u>
Supplier's ledger (owed to third-parties)		
Barcombe Landscapes Limited - field mowing	(818.00)	(818.00)
British Gas - gas	66.00	131.00
BT plc	(62.00)	(63.00)
Gavin Wraith - webmaster	(20.00)	(50.00)
LDALC	-	(20.00)
Lewes District Council	(89.00)	(45.00)
Southern Water	-	(14.00)
Sussex & Surrey Associations of Local Councils	(102.00)	(85.00)
The Kingston News	(80.00)	(80.00)
	<u>(1,105.00)</u>	<u>(1,044.00)</u>
Other liabilities to be paid in October		
Clerk's Salary & Training Aug/Sept 2011	(813.34)	
Clerk's Expenses Aug/Sept 2011	(84.64)	
Expenses - M Lee	(18.96)	
	<u>(916.94)</u>	
Other accounts		
Input VAT - awaiting reclaim quarterly	1,321.00	1,274.00
	<u>1,321.00</u>	<u>1,274.00</u>

Kingston Parish Council

What's left of the budget at the half-year point and what may be needed?

	WHOLE YEAR BUDGET 2011/12 £	Apr '11 - Sep '11 ACTUAL £	Oct '11 - Mar '12 BEST GUESS £	OVER/ UNDER- SPENT £
Income				
Interest received	0	32		
Kingston Village Football Club	156	120		
Kingston Tennis Club	510	0		
Lewes District Council - precept funds	35,500	35,500		
	<u>36,166</u>	<u>35,652</u>		
Pavilion costs				
Boiler maintenance	446	288	300	142
Cleaning	1,253	75	465	713
Electricity	550	258	300	8
Gas	450	799	800	1,149
Other maintenance	1,254	0	1,254	0
Keys, alarms & security	300	490	500	690
Late payment charge	0	25	0	25
Pavilion costs	0	669	0	669
Telephone and broadband	603	363	375	135
Water metered	300	127	130	43
	<u>5,156</u>	<u>3,094</u>	<u>4,124</u>	<u>2,062</u>

KPC responsibilities

LDC - Dog waste collection	450	222	225	3
LDC - Play equipment inspection	126	62	65	1
Grass cutting	3,125	1,462	1,665	2
Election	2,200	0	2,200	0
Repairs	0	353	500	853
Tree works	1,600	0	800	800
Children's Play Area - add to reserves	3,000	0	3,000	0
Other works	400	0	200	200
	<u>10,901</u>	<u>2,099</u>	<u>8,655</u>	<u>147</u>

Communications

Postage	60	7	30	23
Web site KPC	500	255	250	5
Meeting expenses	120	0	60	60
Computer costs	287	0	100	187
Publicity	500	0	0	500
	<u>1,467</u>	<u>262</u>	<u>440</u>	<u>765</u>

General operating costs

Insurance	2,130	2,286	0	156
Donations	70	0	0	70
	<u>2,200</u>	<u>2,286</u>	<u>0</u>	<u>86</u>

Administrative costs

Audit fees	2,285	250	2,100	65
Legal fees	0	55	0	55
Publications	150	38	50	62
Stationery & office sundries	500	523	500	523
Subs & memberships	475	392	100	17
Sundry	0	38	0	38
	<u>3,410</u>	<u>1,296</u>	<u>2,750</u>	<u>636</u>

Salaries & allowances

Clerk gross salary incl. E'ers NI	6,251	3,033	3,500	282
Chair's allowance	250	0	0	250
Locum & temporary clerks	0	153	75	228
Mileage claims at HMRC rate	400	270	150	20
New clerk appointment costs	0	358	0	358
Training	1,200	470	750	20
	<u>8,101</u>	<u>4,284</u>	<u>4,475</u>	<u>658</u>

Tennis court maintenance costs

Tennis Court costs		1,350		1,350
Funded from reserves		-1,350		1,350
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Loan interest & capital

Public Works Loans	11,766	6,330		1,288
Part-funded by reserves	6,724			
	<u>5,042</u>	<u>6,330</u>	<u>0</u>	<u>1,288</u>

Total payments

	<u>36,277</u>	<u>19,651</u>	<u>20,444</u>	<u>3,818</u>
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Source of data	Previous council	Finance report	Estimate based on actual to date	Calculated
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