

**RFO REPORT – 5<sup>th</sup> March 2018**

| <b>MONKTON COMBE PARISH COUNCIL</b>                                 |  |  | <b>Receipt and Payment Analysis as at :-</b> |      |  |                       | <b>02/03/2018</b> |                 |
|---|--|--|--|------|--|-----------------------|-------------------|-----------------|
|   |  |  |  |      |  | Budget                | Actual            | Variation       |
|   |  |  |  | Note |  | 2016/17               | to date           | from budget     |
| <b>RECEIPTS</b>   |  |  |  |      |  |                       |                   |                 |
| Precept   |  |  |  |      |  | 6268                  | 6268              | 0               |
| Local Council Tax Support Grant                                     |  |  |  |      |  | 50                    | 50                | 0               |
| B&NES Agency Services (Village Cleaning)                            |  |  |  |      |  | 3200                  | 3199              | -1              |
| B&NES Agency Services (Footpath Scheme)                             |  |  |  |      |  | 230                   | 227               | -3              |
| Bank Interest MCPC  |  |  |  |      |  | 20                    | 13                | -7              |
| Bank Interest Miss Davies   |  |  |  |      |  | 90                    | 53                | -37             |
| VAT Refund  |  |  |  |      |  | 120                   | 77                | -43             |
| Grants for Village Repairs  |  |  |  |      |  | 0                     | 0                 | 0               |
| Other Grants  |  |  |  |      |  | 0                     | 494               | 494             |
| Other Income  |  |  |  |      |  | 0                     | 0                 | 0               |
|   |  |  |  |      |  | <b>TOTAL RECEIPTS</b> |                   |                 |
|   |  |  |  |      |  | 9978                  | 10381             | 403             |
| <b>PAYMENTS (Ex VAT)</b>  |  |  |  | 1    |  |                       |                   |                 |
| <b>Agency Services</b>  |  |  |  |      |  |                       |                   |                 |
| Village Cleaning  |  |  |  |      |  | 3100                  | 3049              | -51             |
| Gardening MCPC / Footpath scheme                                    |  |  |  |      |  | 350                   | 400               | 50              |
|   |  |  |  |      |  | <b>Sub-total</b>      | <b>3449</b>       | <b>-1</b>       |
|   |  |  |  |      |  |                       |                   |                 |
| Gardening Miss Davies   |  |  |  |      |  | 200                   | 115               | -85             |
| Public Lighting (St Michaels Gate)                                  |  |  |  |      |  | 25                    | 0                 | -25             |
|   |  |  |  |      |  | <b>Sub-total</b>      | <b>115</b>        | <b>-110</b>     |
| <b>General Administration</b>                                       |  |  |  |      |  |                       |                   |                 |
| Postage, stationery, printing etc.                                  |  |  |  |      |  | 150                   | 40                | -110            |
| Councillors Expenses  |  |  |  |      |  | 30                    | 0                 | -30             |
| Insurance   |  |  |  |      |  | 275                   | 280               | 5               |
| Playground Safety Check   |  |  |  |      |  | 100                   | 0                 | -100            |
| Clerk Remuneration  |  |  |  |      |  | 2800                  | 2517              | -283            |
| Audit Fees  |  |  |  |      |  | 180                   | 180               | 0               |
| ALCA  |  |  |  |      |  | 60                    | 0                 | -60             |
| SLCC  |  |  |  |      |  | 50                    | 44                | -6              |
| Data Protection Act   |  |  |  |      |  | 35                    | 0                 | -35             |
| Publications and books  |  |  |  |      |  | 50                    | 0                 | -50             |
| Training etc.   |  |  |  |      |  | 50                    | 0                 | -50             |
|   |  |  |  |      |  | <b>Sub-total</b>      | <b>3061</b>       | <b>-719</b>     |
| <b>S137 Payments</b>  |  |  |  |      |  |                       |                   |                 |
| VPA   |  |  |  |      |  | 100                   | 100               | 0               |
| CPRE  |  |  |  |      |  | 40                    | 36                | -4              |
|   |  |  |  |      |  | <b>Sub-total</b>      | <b>136</b>        | <b>-4</b>       |
| <b>Other Non-recurring Items</b>                                    |  |  |  |      |  |                       |                   |                 |
| Parish Works (Repairs & Replacements)                               |  |  |  |      |  | 500                   | 171               | -329            |
| Other Works   |  |  |  |      |  | 200                   | 0                 | -200            |
| Grants  |  |  |  |      |  | 0                     | 0                 | 0               |
| E-mail & website service  |  |  |  |      |  | 60                    | 50                | -10             |
| Other Expenditure & expenses  |  |  |  |      |  | 50                    | 1                 | -49             |
|   |  |  |  |      |  | 810                   | 222               | -588            |
|   |  |  |  |      |  | <b>TOTAL PAYMENTS</b> | <b>6983</b>       | <b>-1421.91</b> |
|   |  |  |  |      |  |                       |                   |                 |
| <b>Excess of Income over Expenditure</b>                            |  |  |  |      |  | 1573                  | 3397              | 1824            |
| <b>Reclaimable VAT</b>  |  |  |  |      |  | 200                   | 69.29             |                 |
| <b>Total Gross Payments</b>   |  |  |  |      |  | 8605                  | 7052.38           |                 |
| <b>Note 1. Payments exclude VAT unless it cannot be re-claimed.</b> |  |  |  |      |  |                       |                   |                 |

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 5<sup>th</sup> March 2018**

**BANK RECONCILIATION**  
**Financial Year Ending 31<sup>st</sup> March 2018**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on  
**1st February 2018**

|   |              |                                |                         |
|---|--------------|--------------------------------|-------------------------|
| <b>Balances as per Bank Statements as at 02/02/2018</b>   |              |                                |                         |
| Current Account HSBC  |              | 5,321.98                       |                         |
| Deposit Account Bath Building Society   |              | 9,150.30                       |                         |
| Deposit Account Bath Building Society - Miss Davies   |              | 12,613.06                      |                         |
|   |              |                                | <u>27,085.34</u>        |
| <b>LESS Un-presented cheques: (inc. VAT)</b>  |              |                                |                         |
| 17:47:37  | Mr. G. Davis | Parish Clerk 28/1/18 - 24/2/18 | 171.38                  |
| 17:50:57  | HMRC         | Month 11 Paye                  | 42.80                   |
| SO-MAR  | Ian Croker   | Village Cleaning               | 253.67                  |
| Sub Total   |              |                                | 467.85                  |
| <b>PLUS Unpresented Credits</b>   |              |                                |                         |
| Sub Total   |              |                                | 0.00                    |
| <b>Net Balance as at 2nd March 2018</b>   |              |                                | <b><u>26,617.49</u></b> |
| <br><b>The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-</b> |              |                                |                         |
| <b>CASH BOOK</b>  |              |                                |                         |
| <b>Opening Balance 01/04/2017</b>   |              |                                |                         |
| Current Account HSBC  |              | 7,487.17                       |                         |
| Deposit Account Bath Building Society   |              | 3,136.88                       |                         |
| Deposit Account Bath Building Society - Miss Davies   |              | 12,665.29                      |                         |
|   |              |                                | <u>23,289.34</u>        |
| Plus Receipts in the year   |              |                                | <u>10,380.53</u>        |
|   |              |                                | 33,669.87               |
| Less Payments in the year   |              |                                | <u>7,052.38</u>         |
|   |              |                                | 26,617.49               |
| <b>Closing Balance per cash book (receipts and payments book) on 02/03/2018</b>                                   |              |                                | <b><u>26,617.49</u></b> |

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 5<sup>th</sup> March 2018**

**Receipts since meeting on 8<sup>th</sup> January 2018.**

|    |               |           |         |
|----|---------------|-----------|---------|
| 11 | B&NES Council | CEF Grant | £280.00 |
|----|---------------|-----------|---------|

**Payments approved as standing payments or at meeting on 8<sup>th</sup> January 2018  
which have now been made.**

|          |                     |                                 |        |
|----------|---------------------|---------------------------------|--------|
| 21:46:29 | Mr. G. Davis        | Parish Clerk 31/12 - 27/1/18    | 171.38 |
| 21:49:40 | HMRC                | Month 10 Paye                   | 42.80  |
| 14:03:32 | Jeff Avis Gdn Svces | Car Park and Miss Davies Garden | 140.00 |
| SO-FEB   | Ian Croker          | Village Cleaning                | 253.67 |
| 17:47:37 | Mr. G. Davis        | Parish Clerk 28/1/18 - 24/2/18  | 171.38 |
| 17:50:57 | HMRC                | Month 11 Paye                   | 42.80  |
| SO-MAR   | Ian Croker          | Village Cleaning                | 253.67 |

**Payments for Approval at the meeting on 5<sup>th</sup> March 2018. NONE**

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....