

RFO REPORT – 1st September 2019

MONKTON COMBE PARISH COUNCIL				Receipt and Payment Analysis as at :-			01/09/2019
				Note	Budget 2019/20	Actual to date	Variation from budget
RECEIPTS							
Precept					7968	3984	-3984
Local Council Tax Support Grant					0	0	0
B&NES Agency Services (Village Cleaning)					2132	2132	0
B&NES Agency Services (Footpath Scheme)					235	236	1
Bank Interest MCPC					40	0	-40
Bank Interest Miss Davies					50	0	-50
VAT Refund					50	0	-50
Grants for Village Repairs					0	0	0
Other Grants					0	0	0
Other Income					0	0	0
				TOTAL RECEIPTS	10475	6352	-4123
PAYMENTS (Ex VAT)				1			
Agency Services							
Village Cleaning					3540	1537	-2003
Gardening MCPC / Footpath scheme					400	280	-120
				Sub-total	3940	1817	-2123
Gardening Miss Davies					150	60	-90
Public Lighting (St Michaels Gate)					25	0	-25
				Sub-total	175	60	-115
General Administration							
Postage, stationery, printing etc.					120	15	-105
Councillors Expenses					30	0	-30
Insurance					300	294	-6
Playground Safety Check					100	0	-100
Clerk Remuneration					3699	1534	-2165
Audit Fees					210	105	-105
ALCA					65	0	-65
SLCC					50	55	5
Data Protection Act					35	0	-35
Publications and books					50	0	-50
Training etc.					50	60	10
				Sub-total	4709	2063	-2646
S137 Payments							
VPA					100	0	-100
CPRE					40	36	-4
				Sub-total	140	36	-104
Other Non-recurring Items							
Parish Works (Repairs & Replacements)					4500	0	-4500
Other Works					600	0	-600
Grants					0	0	0
E-mail & website service					60	0	-60
Other Expenditure & expenses					50	16	-35
					5210	16	-5195
				TOTAL PAYMENTS	14174	3992	-10182
Excess of Income over Expenditure					3699	2361	6060
Reclaimable VAT					70	5.15	
Total Gross Payments					14244	3996.73	
Note 1. Payments exclude VAT unless it cannot be re-claimed.							

Councillor

Clerk

Print Name:

Mr. G. Davis

Dated

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BANK RECONCILIATION
Financial Year Ending 31st March 2020

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on
3rd September 2019

Balances as per Bank Statements as at 02/09/2019	
Current Account HSBC	6,703.31
Deposit Account Bath Building Society	9,244.97
Deposit Account Bath Building Society - Miss Davies	12,629.24
	<u>28,577.52</u>
LESS Un-presented cheques: (inc. VAT)	
Sub Total	0.00
PLUS Unpresented Credits	
Sub Total	0.00
Net Balance as at 1st September 2019	<u>28,577.52</u>
The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-	
CASH BOOK	
Opening Balance 01/04/2019	
Current Account HSBC	4,347.64
Deposit Account Bath Building Society	9,244.97
Deposit Account Bath Building Society - Miss Davies	12,629.24
	26,221.85
Plus Receipts in the year	<u>6,352.40</u>
	32,574.25
Less Payments in the year	<u>3,996.73</u>
Closing Balance per cash book (receipts and payments book) on 01/09/2019	<u>28,577.52</u>

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1. The Accounts for the Year 2018-19 were externally Audited this year as Turnover exceeded £25,000. This was due to the Village Hall Floor project. The Audit Fee for this is £200 plus VAT, payable to PKF Littlejohn LLP the Government appointed Auditors.
2. The Clerk has moved, and so changed address. This also means a change of address for the Parish Council. HSBC were very difficult about making this change. After some protracted discussions it emerged that they do not hold the same Bank mandate as we hold. Given that the Parish Council now has a number of new councillors, following the elections, it is appropriate to make a new Bank Mandate. The Council will need to make an appropriate resolution at the meeting and complete the new Mandate Form.
3. It is also apparent that the Daily Bill Payment Limit, and Single Bill payment Limit of £500, has become inappropriate, with various payments requiring to be made in multiple instalments. The Parish Council should decide upon and agree new daily and single payment limits, and resolve to make the appropriate change on the account.

Receipts since meeting on 8th July 2019

NONE

Payments approved as standing payments or at meeting on 8th July 2019 which have now been made.

19:27:25	Jeff Avis Gdn Svcs	Car park & Miss Davies July 2019	75.00
19:36:00	Mr G Davis	Parish Clerk 23/6 to 27/7/19	223.08
19:40:50	HMRC	Month 4 Paye	55.80
SO-AUG	Ian Croker	Village Cleaning	305.18
20:56:14	Lyn Alvis	Expenses - Petrol Ian Croker	6.50
DD-CPRE	CPRE	Annual subscription 2019-20	36.00
20:42:42	Mr G Davis	Parish Clerk 28/7 to 31/8/19	279.00
20:44:23	HMRC	Month 5 Paye	69.60
SO-SEPT	Ian Croker	Village Cleaning	305.18
16:29:33	Jeff Avis Gdn Svcs	Car park & Miss Davies August 2019	115.00

Payments for Approval at Meeting on 9th September 2019

PKF LittleJohn LLP	External Audit Fee	240.00
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Councillor

Clerk

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Dated