

**RFO REPORT – 1<sup>st</sup> November 2019**

<b>MONKTON COMBE PARISH COUNCIL</b>			<b>Receipt and Payment Analysis as at :-</b>			<b>01/11/2019</b>
					Budget	Actual
			Note	2019/20	to date	Variation
						from budget
<b>RECEIPTS</b>						
Precept				7968	7968	0
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	233	183
Grants for Village Repairs				0	0	0
Other Grants				0	0	0
Other Income				0	0	0
			<b>TOTAL RECEIPTS</b>	10475	10569	94
<b>PAYMENTS (Ex VAT)</b>						
			1			
<b>Agency Services</b>						
Village Cleaning				3540	2147	-1393
Gardening MCPC / Footpath scheme				400	340	-60
			<b>Sub-total</b>	3940	2487	-1453
Gardening Miss Davies				150	75	-75
Public Lighting (St Michaels Gate)				25	25	0
			<b>Sub-total</b>	175	100	-75
<b>General Administration</b>						
Postage, stationery, printing etc.				120	57	-63
Councillors Expenses				30	0	-30
Insurance				300	294	-6
Playground Safety Check				100	0	-100
Clerk Remuneration				3699	2092	-1607
Audit Fees				210	305	95
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
			<b>Sub-total</b>	4709	2863	-1846
<b>S137 Payments</b>						
VPA				100	0	-100
CPRE				40	36	-4
			<b>Sub-total</b>	140	36	-104
<b>Other Non-recurring Items</b>						
Parish Works (Repairs & Replacements)				4500	0	-4500
Other Works				600	0	-600
Grants				0	0	0
E-mail & website service				60	50	-10
Other Expenditure & expenses				50	16	-35
				5210	66	-5145
			<b>TOTAL PAYMENTS</b>	14174	5551	-8623
<b>Excess of Income over Expenditure</b>				<b>3699</b>	5018	8717
<b>Reclaimable VAT</b>				70	63.48	
<b>Total Gross Payments</b>				14244	5614.83	
<b>Note 1. Payments exclude VAT unless it cannot be re-claimed.</b>						

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 1<sup>st</sup> November 2019**

**BANK RECONCILIATION**  
**Financial Year Ending 31<sup>st</sup> March 2020**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on  
**4<sup>th</sup> November 2019**

<b>Balances as per Bank Statements as at 02/11/2019</b>	
Current Account HSBC	9,302.30
Deposit Account Bath Building Society	9,244.97
Deposit Account Bath Building Society - Miss Davies	12,629.24
	<u>31,176.51</u>
<b>LESS</b> Un-presented cheques: (inc. VAT)	
Sub Total	0.00
<b>PLUS</b> Unpresented Credits	
Sub Total	0.00
<b>Net Balance as at 1st November 2019</b>	<u><b>31,176.51</b></u>
<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 01/04/2019</b>	
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>10,569.49</u>
	36,791.34
Less Payments in the year	<u>5,614.83</u>
<b>Closing Balance per cash book (receipts and payments book) on 01/11/2019</b>	<u><b>31,176.51</b></u>

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 1<sup>st</sup> November 2019**

1. The Second Part of the Precept £3,984 has been received from B&NES Council. Also the VAT Reclaim for 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019 has been made for £223.09 and has been received. There are no further receipts of income expected for the rest of the year.
  
2. HSBC Bank Safeguarding Department has sent the Parish Council a Notice of Closure for the Current Account as at 27<sup>th</sup> December 2019. The reason being that the Parish Council needed to provide information to the Safeguarding Team. This information has been provided by the clerk on two separate occasions, but the Bank has not yet processed it. Following a quite extraordinary number of difficult telephone calls, it has been established that HSBC acknowledge receipt of the information, have no intention of closing the account, and such letters are issued automatically because HSBC has yet to process the information. The clerk has received verbal confirmation of the above and an apology in the most recent phone call, and has been told to wholly ignore any further such letters.  
Together with the item below, regarding the Mandate, this is quite extraordinary corporate incompetence. I leave it to the Parish Council to consider what, if anything it wishes to do in response.
  
3. A similar number of protracted and difficult phone calls have taken place regarding the new Mandate. HSBC Customer Solutions Team (a somewhat ironic name) refused to implement your Revised Bill payment instruction because we hadn't done a new mandate. In fact the new Mandate was at branch, but not further processed. It is now acknowledged as received and existing on their system, but not yet 'live' as their Due Diligence Team have yet to be 'Duly Diligent'  
I have prepared another identical Payment Limit Amendment form for signing by this meeting and can only trust that by the time Customer Solutions receive it, others have been Duly Diligent!

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 1<sup>st</sup> November 2019**

**Receipts since meeting on 9<sup>th</sup> September 2019**

4	B&NES COUNCIL	Parish Precept April 2019 Part 2	£3,984.00
5	HMRC	VAT Re-Claim 01/10/18 - 30/09/19	£233.09

**Payments approved as standing payments or at meeting on 9<sup>th</sup> September 2019 which have now been made.**

17:24:41	PKF Littlejohn LLP	External Audit Fee	240.00
12:33:10	Mr G Davis	Parish Clerk 1/9 to 28/9/19	223.08
12:35:16	Mr G Davis	Expenses - Print Cartridge	49.98
12:36:54	HMRC	Month 6 Paye	55.80
SO-OCT	Ian Croker	Village Cleaning	305.18
16:37:44	Swan Mngmnt Svces	Website 2019-20	60.00
14:04:09	Jeff Avis Gdn Svcs	Car park & Miss Davies Oct 2019	75.00
16:20:05	Mr G Davis	Parish Clerk 29/9 to 26/10/19	223.08
16:54:56	St Michaels Church	Gate Light 2018-19	25.00
16:22:17	HMRC	Month 7 Paye	55.80
SO-NOV	Ian Croker	Village Cleaning	305.18

**Payments for Approval at Meeting on 11th November 2019**

None

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....