

**RFO REPORT – 21<sup>st</sup> March 2023**

| <b>MONKTON COMBE PARISH COUNCIL</b>                                 |  |  |  | <b>Receipt and Payment Analysis as at :-</b> |              |  |              | <b>01/03/2023</b>     |
|---|--|--|--|--|--------------|--|--------------|-----------------------|
|   |  |  |  |  | Budget       |  | Actual       |                       |
|   |  |  |  | Note   | 2022/23      |  | to date      | Variation from budget |
| <b>RECEIPTS</b>   |  |  |  |  |              |  |              |                       |
| Precept   |  |  |  |  | 10983        |  | 10983        | 0                     |
| Local Council Tax Support Grant                                     |  |  |  |  | 0            |  | 0            | 0                     |
| B&NES Agency Services (Village Cleaning)                            |  |  |  |  | 0            |  | 0            | 0                     |
| B&NES Agency Services (Footpath Scheme)                             |  |  |  |  | 205          |  | 209          | 4                     |
| Bank Interest MCPC  |  |  |  |  | 4            |  | 41           | 37                    |
| Bank Interest Miss Davies   |  |  |  |  | 6            |  | 44           | 38                    |
| VAT Refund  |  |  |  |  | 100          |  | 504          | 404                   |
| Grants for Village Repairs  |  |  |  |  | 0            |  | 1893         | 1893                  |
| Other Grants  |  |  |  |  | 0            |  | 450          | 450                   |
| Other Income  |  |  |  |  | 0            |  | 0            | 0                     |
|   |  |  |  | <b>TOTAL RECEIPTS</b>                        | <b>11298</b> |  | <b>14124</b> | <b>2826</b>           |
| <b>PAYMENTS (Ex VAT)</b>  |  |  |  |  |              |  |              |                       |
| <b>Agency Services</b>  |  |  |  | 1  |              |  |              |                       |
| Village Cleaning  |  |  |  |  | 3952         |  | 3868         | -84                   |
| Gardening MCPC / Footpath scheme                                    |  |  |  |  | 450          |  | 360          | -90                   |
|   |  |  |  | <b>Sub-total</b>                             | <b>4402</b>  |  | <b>4228</b>  | <b>-174</b>           |
| Gardening Miss Davies   |  |  |  |  | 130          |  | 90           | -40                   |
| Public Lighting (St Michaels Gate)                                  |  |  |  |  | 25           |  | 25           | 0                     |
|   |  |  |  | <b>Sub-total</b>                             | <b>155</b>   |  | <b>115</b>   | <b>-40</b>            |
| <b>General Administration</b>                                       |  |  |  |  |              |  |              |                       |
| Postage, stationery, printing etc.                                  |  |  |  |  | 200          |  | 83           | -117                  |
| Councillors Exps / Hall Hire  |  |  |  |  | 10           |  | 25           | 15                    |
| Insurance   |  |  |  |  | 260          |  | 351          | 91                    |
| Playground Safety Check   |  |  |  |  | 141          |  | 70           | -71                   |
| Clerk Remuneration  |  |  |  |  | 3839         |  | 3757         | -82                   |
| Audit and Bank Fees   |  |  |  |  | 221          |  | 146          | -75                   |
| ALCA  |  |  |  |  | 105          |  | 0            | -105                  |
| SLCC  |  |  |  |  | 70           |  | 57           | -13                   |
| Data Protection Act   |  |  |  |  | 35           |  | 0            | -35                   |
| Publications and books  |  |  |  |  | 50           |  | 0            | -50                   |
| Training etc.   |  |  |  |  | 60           |  | 40           | -20                   |
|   |  |  |  | <b>Sub-total</b>                             | <b>4991</b>  |  | <b>4528</b>  | <b>-463</b>           |
| <b>S137 Payments</b>  |  |  |  |  |              |  |              |                       |
| VPA   |  |  |  |  | 100          |  | 0            | -100                  |
| CPRE  |  |  |  |  | 40           |  | 36           | -4                    |
|   |  |  |  | <b>Sub-total</b>                             | <b>140</b>   |  | <b>36</b>    | <b>-104</b>           |
| <b>Other Non-recurring Items</b>                                    |  |  |  |  |              |  |              |                       |
| Parish Works (Repairs & Replacements)                               |  |  |  |  | 1000         |  | 4154         | 3154                  |
| Other Works   |  |  |  |  | 500          |  | 1450         | 950                   |
| Grants  |  |  |  |  | 0            |  | 0            | 0                     |
| E-mail & website service  |  |  |  |  | 60           |  | 50           | -10                   |
| Other Expenditure & expenses  |  |  |  |  | 50           |  | 0            | -50                   |
|   |  |  |  |  | 1610         |  | 5654         | 4044                  |
|   |  |  |  | <b>TOTAL PAYMENTS</b>                        | <b>11298</b> |  | <b>14562</b> | <b>3264</b>           |
| <b>Excess of Income over Expenditure</b>                            |  |  |  |  | 0            |  | 438          | 438                   |
| <b>Reclaimable VAT</b>  |  |  |  |  | 90           |  | 589.04       |                       |
| <b>Total Gross Payments</b>   |  |  |  |  | 11388        |  | 15150.55     |                       |
| <b>Note 1. Payments exclude VAT unless it cannot be re-claimed.</b> |  |  |  |  |              |  |              |                       |

Councillor .....

Clerk .....

Print Name:

**Mr. G. Davis**

Dated: **21/03/2023**

**RFO REPORT – 21<sup>st</sup> March 2023**

**BANK RECONCILIATION**

**Financial Year Ending 31<sup>st</sup> March 2023**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on **20<sup>th</sup> March 2023**

| <b>Balances as per Bank Statements as at 01/03/2023</b>   |      |                    |                         |
|---|------|--------------------|-------------------------|
| Current Account Metro Bank  |      | 767.19             |                         |
| Business Savings Account Metro Bank   |      | 2,006.87           |                         |
| Deposit Account Bath Building Society   |      | 9,366.34           |                         |
| Deposit Account Bath Building Society - Miss Davis  |      | 11,795.35          |                         |
|   |      |                    | <u>23,935.75</u>        |
| <b>LESS Un-presented cheques: (inc. VAT)</b>  |      |                    |                         |
| DD-CPRE   | CPRE | Membership 2022-23 | 36.00                   |
| 120PH002922852311   | HMRC | Month 11 Paye      | 64.00                   |
| Sub Total   |      |                    | 100.00                  |
| <b>PLUS Unpresented Credits</b>   |      |                    |                         |
| Sub Total   |      |                    | 0.00                    |
| <b>Net Balance as at 1st March 2023</b>   |      |                    | <u><b>23,835.75</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 01/04/2022</b>   |      |                    |                         |
| Current Account HSBC  |      | 3,478.31           |                         |
| Deposit Account Bath Building Society   |      | 9,331.88           |                         |
| Deposit Account Bath Building Society - Miss Davis  |      | 12,052.50          |                         |
|   |      |                    | <u>24,862.69</u>        |
| Plus Receipts in the year   |      |                    | <u>14,123.61</u>        |
|   |      |                    | <u>38,986.30</u>        |
| Less Payments in the year   |      |                    | <u>15,150.55</u>        |
| <b>Closing Balance per cash book (receipts and payments book) on 01/03/2023</b>                               |      |                    | <u><b>23,835.75</b></u> |

Councillor .....

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Print Name:

**Mr. G. Davis**

Dated: **21/03/2023**

## RFO REPORT – 21<sup>st</sup> March 2023

1. The significant over spend on Parish and Other Works £3,194 and £950 is to some extent balanced by grants from the School £1,893 and B&NES PROW £450. Some further mitigation of the over-spend has been achieved from the VAT Reclaim £404.
2. A cheque for £317.84 has been received from VPA, but there have been significant difficulties in getting this credited to the account, which will probably necessitate a visit to Branch.
3. It is expected that there will be an overall excess of Expenditure of approximately £900 by the end of the year.

### Receipts since meeting on 17th January 2023

|           |                       |                       |           |
|-----------|-----------------------|-----------------------|-----------|
| MCPC-Int  | Bath Building Society | MCPC Interest         | £34.46    |
| MissD-Int | Bath Building Society | Miss Davis Interest   | £43.67    |
| VATR      | HMRC                  | Vat Reclaim 2021-2022 | £503.63   |
| 4         | Monkton Combe School  | Innox Drung Handrail  | £1,893.00 |
| 5         | B&NES Council PROW    | Church Drung Handrail | £450.00   |

### Payments approved as standing payments or at meeting on 17th January 2023 which have now been made.

|                   |                        |                                   |         |
|-------------------|------------------------|-----------------------------------|---------|
| ChurchLight       | St Michaels Church     | Churchyard Light Electricity      | 25.00   |
| MCPC 4931         | Jeff Avis              | November Works                    | 180.00  |
| MCPCjan23         | Mr G Davis             | Parish Clerk 1/1/23 to 28/01/23   | 255.76  |
| MCPCVlgeClnJan    | Ian Croker             | Village Cleaning jan 2023         | 351.65  |
| 120PH002922852310 | HMRC                   | Month 10 Paye                     | 64.00   |
| SI-1395           | C&R Fencing Ltd        | New Handrail on Drung             | 2271.60 |
| ChurchLight       | St Michaels Church     | Churchyard Light Electricity      | 25.00   |
| MCPC 4931         | Jeff Avis              | November Works                    | 180.00  |
| MCPCjan23         | Mr G Davis             | Parish Clerk 1/1/23 to 28/01/23   | 255.76  |
| MCPCVlgeClnJan    | Ian Croker             | Village Cleaning jan 2023         | 351.65  |
| 120PH002922852310 | HMRC                   | Month 10 Paye                     | 64.00   |
| MCPCDrungWall     | StoneKraft Restoration | Resetting Handrail - Church Drung | 450.00  |
| 3493 MCPC         | Swan Management Svcs   | Parish Clerk 29/1/23 to 25/02/23  | 360.00  |
| MCPCFeb23         | Mr G Davis             | Parish Clerk 29/1/23 to 25/02/23  | 255.76  |
| MCPCVlgeClnFeb    | Ian Croker             | Village Cleaning Feb 2023         | 351.65  |
| 120PH002922852311 | HMRC                   | Month 11 Paye                     | 64.00   |
| PrintCartridge    | Mr. G Davis            | CartridgeSave Print Cartridge     | 75.02   |

### Payments for Approval at Meeting on 21st March 2023

NONE

Councillor .....

Clerk .....

Print Name:

**Mr. G. Davis**

Dated: **21/03/2023**