

RFO REPORT – 4th July 2023

MONKTON COMBE PARISH COUNCIL				Receipt and Payment Analysis as at :-				01/07/2023
						Budget	Actual	Variation
					Note	2023/24	to date	from budget
RECEIPTS								
Precept						12236	6118	-6118
B&NES Agency Services (Footpath Scheme)						212	212	0
Bank Interest MCPC						60	7	-54
Bank Interest Miss Davies						70	0	-70
VAT Refund						100	0	-100
Grants for Village Repairs						0	0	0
Other Grants						0	0	0
Other Income						0	318	318
				TOTAL RECEIPTS		12678	6654	-6024
PAYMENTS (Ex VAT)					1			
Agency Services								
Village Cleaning						4220	1055	-3165
Gardening MCPC / Footpath scheme						450	120	-330
				Sub-total		4670	1175	-3495
Gardening Miss Davies						130	30	-100
Public Lighting (St Michaels Gate)						25	0	-25
				Sub-total		155	30	-125
General Administration								
Postage, stationery, printing etc.						200	66	-134
Councillors Exps / Hall Hire						10	0	-10
Insurance						400	428	28
Playground Safety Check						70	0	-70
Clerk Remuneration						4157	1039	-3118
Audit and Bank Fees						150	125	-25
Village Hall Hire						0	50	50
ALCA						85	77	-8
SLCC						70	63	-7
Data Protection Act						35	0	-35
Publications and books						50	0	-50
Training etc.						80	0	-80
				Sub-total		5307	1849	-3458
S137 Payments								
VPA						0	0	0
CPRE						40	0	-40
				Sub-total		40	0	-40
Other Non-recurring Items								
Parish Works (Repairs & Replacements)						1000	0	-1000
Other Works						500	0	-500
Grants						0	0	0
E-mail & website service						60	0	-60
Other Expenditure & expenses						50	0	-50
						1610	0	-1610
				TOTAL PAYMENTS		11782	3054	-8728
Excess of Income over Expenditure						896	3600	2704
Reclaimable VAT						90	43.30	
Total Gross Payments						11872	3097.64	
Note 1. Payments exclude VAT unless it cannot be re-claimed.								

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BANK RECONCILIATION

Financial Year Ending 31st March 2023

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on **27th June 2023**

Balances as per Bank Statements as at 01/07/2023			
Current Account Metro Bank		1,462.54	
Business Savings Account Metro Bank		4,514.51	
Deposit Account Bath Building Society		9,366.34	
Deposit Account Bath Building Society - Miss Davis		11,795.35	
			27,138.74
LESS Un-presented cheques: (inc. VAT)			
MCPCVlgeClnJune	Ian Croker	Village Cleaning June 2023	351.65
120PH002922852403	HMRC	Month 3 Paye	64.00
Sub Total			415.65
PLUS Unpresented Credits			
Sub Total			0.00
Net Balance as at 1st July 2023			26,723.09
The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-			
CASH BOOK			
Opening Balance 01/04/2023			
Current Account Metro Bank		496.64	
Business Savings Account Metro Bank		1,508.01	
Deposit Account Bath Building Society		9,366.34	
Deposit Account Bath Building Society - Miss Davis		11,795.35	
			23,166.34
Plus Receipts in the year			6,654.39
			29,820.73
Less Payments in the year			3,097.64
Closing Balance per cash book (receipts and payments book) on 01/07/2023			26,723.09

Councillor

Clerk

Print Name:

Mr. G. Davis

Dated: **04/07/2023**

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- 1. Bank Mandate and Account Access** – The RFO has prepared the Mandate for signing at the meeting.
Monkton Combe Parish Council resolve to make a new Bank Mandate for the Current Community Account, and Savings Business Instant Access Account with Metro Bank in the name of Monkton Combe Parish Council. The single signatory for the Account will be:- Mr. Geoffrey Davis – Clerk. Mr. Derek Wighton – Chairman, Mr. Michael Wareham – Vice Chairman, and Mr. Charles Carr – Councillor Finance will be a Nominated Person. Ms. Andreea Imecs will be removed from the mandate, having resigned as Councillor.
Mr. Geoffrey Davis – Clerk will have Full Online Access. . Mr. Derek Wighton – Chairman, Mr. Michael Wareham – Vice Chairman, and Mr. Charles Carr – Councillor Finance will have View Online Access.
Mr. Geoffrey Davis – Clerk and Mr. Derek Wighton – Chairman to sign the Business Mandate Form.
Mr. Charles Carr and Mr. Michael Wareham to provide proof of address and identity to establish / re-establish
- 2. The B&NES PROW Agency scheme Invoice for £212.05 has been paid and received.**
- 3. The Parish Council Insurance Cover with BHIB/Aviva covering the Lockup, Walls, Fences and the Playground has been paid and effected.**

Receipts since meeting on 15th May 2023

4	B&NES Council	Agency payment - Footpaths Scheme	£212.05
5	Metro Bank	Interest	£3.90

Payments approved as standing payments or at meeting on 15th May 2023 which have now been made.

120PH002922852401	HMRC	Month 1 Paye	63.80
MCPCMay23	Mr G Davis	Parish Clerk 30/4/23 to 27/5/23	255.76
LCO02888	BHIB Ltd.	Parish Council Insurance 2023-24	428.40
1911 MCPC	Summer Lane Books	Mr. P Dawson - Internal Audit Fee	125.00
CartridgeSave	Mr. G. Davis	Printer Cartridge	79.78
MCPCVlgeClnMay	Ian Croker	Village Cleaning May 2023	351.65
120PH002922852402	HMRC	Month 2 Paye	64.00
5047 MCPC	Jeff Avis	Miss Davis Garden & Car Park June23	90.00
MCPCJune23	Mr G Davis	Parish Clerk 28/5/23 to 24/6/23	255.76
MCPCVlgeClnJune	Ian Croker	Village Cleaning June 2023	351.65
120PH002922852403	HMRC	Month 3 Paye	64.00

Payments for Approval at Meeting on 4th July 2023

None

Councillor

Clerk

Print Name:

Mr. G. Davis

Dated: **04/07/2023**