

# Kingston Parish Council

Meeting 9 January 2012

Report No. 2

Item 10 Finance

(Report by the clerk)

This report has two elements to it: 1) - receipts and payments and 2) - balance sheet extract.

- 1) The receipts and payments element lists all sums received or paid into or from each bank account held by the council. It includes payments reported at the last council meeting.
- 2) The balance sheet extract reports the bank accounts as at 30<sup>th</sup> November 2011 and is derived from reconciled bank statements as at that date. Note that if a cheque was drawn but has not yet cleared the bank it will be shown as "paid" and the bank balance reduced accordingly. In other words, the balance shown assumes that all payments have been successfully completed and similarly all receipts are cleared at the bank. The effect of this normal accounting approach is that the balance shown on the bank statement may differ from that reported but is reconciled to explain why it may differ.

## Inter-account Transfers

On 3<sup>rd</sup> December 2011, a sum of £8,507 was transferred from the Tennis Court account into the community account, to meet the cost of re-surfacing of the tennis court.

Additionally, the council's annual contribution of £850 towards the joint maintenance fund for the tennis courts transferred from the community account into the tennis court account on 3<sup>rd</sup> December 2011.

These payments will be properly reflected in the finance report at the next council meeting, as they fall outside of the period included in this report.

## Kingston Parish Council

### Bank accounts: Barclays Community current account

From 01/4/2011 to 31/03/2012

The report covers the whole accounting year from 1/4/2011. However, for clarity and to make space, the period from 1/4/2011 to 28/7/2011 is hidden from view

Date	Reference	Details	Receipts	Payments	Balance
<b>Reported at Council Meeting 10 October 2011:-</b>					
8-Aug-11	PAY 000133	Lewes District Council		(74.10)	
9-Aug-11	PAY 000134	BT plc		(61.47)	
10-Aug-11	CHQ 101062	Barcombe Landscapes Limited - field mowing		(937.50)	
10-Aug-11	CHQ 101063	Keith Gibson		(71.91)	
10-Aug-11	CHQ 101064	Kingston Hill Limited		(348.48)	
10-Aug-11	CHQ 101065	Mary Fellows		(25.00)	
10-Aug-11	CHQ 101066	Open Spaces Society		(40.00)	
10-Aug-11	CHQ 101067	Southern Alarms Systems Limited - fire alarm		(90.00)	
10-Aug-11	CHQ 101068	Steve Keogh - locum clerk		(75.00)	
10-Aug-11	CHQ 101069	Sussex & Surrey Associations of Local Councils (SALC)		(540.00)	
10-Aug-11	PAY 000135	Southern Water		(121.21)	
11-Aug-11	CHQ 101070	Patrick Coffey Planning		(78.26)	
18-Aug-11	CHQ 101071	Came & Company		(2,255.54)	
19-Aug-11	CHQ 101072	Came & Company		(30.01)	
30-Aug-11	PAY 000136	British Gas - electricity		(41.11)	
2-Sep-11	REC 000015	LDC - Precept 2011/12 - second half	17,750.00		
9-Sep-11	PAY 000137	BT plc		(62.76)	
12-Sep-11	PAY 000138	Southern Water		(13.79)	
18-Sep-11	CHQ 101073	LDALC		(20.00)	
18-Sep-11	CHQ 101074	Sussex & Surrey Associations of Local Councils (SALC)		(85.00)	
18-Sep-11	CHQ 101075	Lewes District Council		(45.00)	
18-Sep-11	CHQ 101076	Gavin Wraith - webmaster		(50.00)	
28-Sep-11	PAY 000139	British Gas - electricity		(39.95)	
30-Sep-11	PAY 000140	Public Works Loan Board		(6,329.66)	14,350.98

### Reported at Council Meeting 9 January 2012:-

03-Oct-11	CHQ 101077	Barcombe Landscapes Limited - field mowing		(817.50)	
03-Oct-11	CHQ 101078	The Kingston News		(80.00)	
03-Oct-11	CHQ 101079	Sussex & Surrey Associations of Local Councils (SALC)		(102.00)	
03-Oct-11	CHQ 101080	Gavin Wraith - webmaster		(20.00)	
03-Oct-11	CHQ 101081	Thomas Fry - carpentry		(275.00)	
04-Oct-11	REC 000016	Kingston Tennis Club - Joint Fund	850.00		
04-Oct-11	REC 000017	Kingston Tennis Club - Rent	400.00		
04-Oct-11	REC 000018	Kingston Tennis Club - Insurance Contribution	110.00		
10-Oct-11	PAY 000141	BT plc		(61.63)	
11-Oct-11	CHQ 101082	AB net pay Aug & Sept		(787.98)	
11-Oct-11	CHQ 101083	Expenses - M Lee		(18.96)	
11-Oct-11	CHQ 101084	Expenses - clerk		(84.64)	
17-Oct-11	PAY 000142	Lewes District Council		(88.92)	
18-Oct-11	CHQ 101085	PAYE & NI Control		(56.31)	
18-Oct-11	CHQ 101086	The Information Commissioner		(35.00)	
28-Oct-11	PAY 000143	British Gas - electricity		(3.28)	
07-Nov-11	CHQ 101087	AB net pay October		(807.55)	
07-Nov-11	CHQ 101088	Trevor May Contractors Limited - tennis court		(2,108.10)	
08-Nov-11	REC 000019	Donation to funds	1,700.00		
09-Nov-11	PAY 000144	BT plc		(62.25)	
15-Nov-11	CHQ 101089	Lewes District Council		(1,204.30)	
15-Nov-11	CHQ 101090	Mazars - external audit		(504.00)	
15-Nov-11	CHQ 101091	Gavin Wraith - webmaster		(30.00)	
28-Nov-11	PAY 000145	British Gas - electricity		(56.16)	
29-Nov-11	CHQ 101092	Trevor May Contractors Limited - tennis court		(4,824.30)	
29-Nov-11	CHQ 101093	Trevor May Contractors Limited - tennis court		(3,117.60)	
29-Nov-11	CHQ 101094	Trevor May Contractors Limited - tennis court		(3,276.00)	
29-Nov-11	CHQ 101095	Smith of Derby - servicing of clock		(230.40)	
29-Nov-11	CHQ 101096	Barcombe Landscapes Limited - field mowing		(909.00)	
29-Nov-11	CHQ 101097	Paul Tipple - balance of pay to clerk to end Sept 2011		(491.92)	
		Balance			(2,641.82)

**Kingston Parish Council****Bank accounts: Business Reserve - acc no. 1****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			25,325.01
6-Jun-11	REC 000001	GROSS INTEREST 7/3/11 TO 5/6/11	3.16		25,328.17
5-Sep-11	REC 000010	GROSS INTEREST 6/6/11 TO 4/9/11	3.16		25,331.33
30-Nov-11		Balance carried forward			<u>25,331.33</u>

**Kingston Parish Council****Bank accounts: Children's Play Area - acc no. 2****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			16,446.20
6-Jun-11	REC 000002	GROSS INTEREST 7/3/11 TO 5/6/11	2.05		16,448.25
5-Sep-11	REC 000011	GROSS INTEREST 6/6/11 TO 4/9/11	2.05		16,450.30
30-Nov-11		Balance carried forward			<u>16,450.30</u>

**Kingston Parish Council****Bank accounts: Courts tennis - acc no. 3****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			10,707.86
18-Apr-11	TRF 000001	Funds transfer	850.00		11,557.86
6-Jun-11	REC 000003	GROSS INTEREST 7/3/11 TO 5/6/11	1.39		11,559.25
5-Sep-11	REC 000012	GROSS INTEREST 6/6/11 TO 4/9/11	1.44		11,560.69
30-Nov-11		Balance carried forward			<u>11,560.69</u>

**Kingston Parish Council****Bank accounts: Pavilion - acc no. 4****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			74,682.85
6-Jun-11	REC 000005	GROSS INTEREST 7/3/11 TO 5/6/11	9.31		74,692.16
5-Sep-11	REC 000013	GROSS INTEREST 6/6/11 TO 4/9/11	9.31		74,701.47
30-Nov-11		Balance carried forward			<u>74,701.47</u>

**Kingston Parish Council****Bank accounts: Staff Gratuity - acc no. 6****From 01/04/11 to 31/03/12**

Date	Reference	Details	Receipts	Payments	Balance
1-Apr-11		Balance brought forward			93.53
6-Jun-11	REC 000006	GROSS INTEREST 7/3/11 TO 5/6/11	0.01		93.54
5-Sep-11	REC 000014	GROSS INTEREST 6/6/11 TO 4/9/11	0.01		93.55
30-Nov-11		Balance carried forward			<u>93.55</u>

**Kingston Parish Council**  
**Balance Sheet (extract)**  
**As at 30/11/2011 and 31/10/2011**

	30/11/2011	31/10/2011
<b>Bank accounts ("cashbook" balances not necessarily at bank)</b>	£	£
Barclays Community current account	-2,642	13,280
Business Reserve - acc no. 1	25,331	25,331
Children's Play Area - acc no. 2	16,450	16,450
Courts tennis - acc no. 3	11,561	11,561
Pavilion - acc no. 4	74,701	74,701
Staff Gratuity - acc no. 6	94	94
	<u>125,495</u>	<u>141,417</u>
<b>Supplier's ledger (owed to third-parties)</b>		
British Gas - gas	36	36
BT plc	-63	-62
Gavin Wraith - webmaster	-35	-30
OSOClean	-75	0
Smith of Derby	0	-230
Trevor May Contractors Limited - tennis court	0	-2,108
	<u>-137.00</u>	<u>-2,394.00</u>
<b>Other accounts</b>		
Input VAT - awaiting reclaim quarterly	2,844.00	726.00
	<u>2,844.00</u>	<u>726.00</u>