

NETHER ALDERLEY PARISH COUNCIL

Bank Reconciliation as at 31st December 2019

Cash Book

		£
Cash book balance b/f at 1/4/2019		23,751.93
Add Receipts per cash book	Q1	23,787.52
	Q2	26,995.41
	Q3	987.51
Less Payments per cash book	Q1	-8,582.14
	Q2	-5,195.37
	Q3	-5,671.95
Balance c/f		56,072.91

Bank Balances

	£
Current Account	41,161.48
Deposit Account	14,911.43
Less u/p cheques:	
Balance at 31.12.19	56,072.91

Signed: _____
Clerk and RFO

Signed: _____
Councillor with verification responsibility

Signed: _____
Chairman of the Meeting

Nether Alderley Parish Council								
		Actual						
	Budget Head	FY	Budget	Q1	Q2	Q3	Q4	TOTAL
		2018/19	2019/20	To 30.06.19	To 30.09.19	To 31.12.19	To 31.03.20	
PAYMENTS								
1	Clerk's salary/pension/HMRC	10638.06	10852	2839.59	2519.39	2981.33		8340.31
2	Payroll Services	140.00	156	39.00	59.00	39.00		137.00
3	Stationery/travel/phone	831.80	885	274.04	157.59	142.21		573.84
4	Other admin expenses	90.00	125	20.00	0.00	63.96		83.96
5	Insurance	1056.44	1224	1110.29	0.00	0.00		1110.29
6	Audit fees	371.00	413	178.50	0.00	200.00		378.50
7	Annual Subscripn	509.04	536	342.60	85.00	49.99		477.59
8	Parish Hall expenses	3571.03	2165	735.39	117.23	604.97		1457.59
9	Highways	0.00	3100	188.80	0.00	650.00		838.80
10	Burial Ground expenses	2132.26	2269	609.00	1429.65	0.00		2038.65
11	Councillor/Clerk courses	370.00	360	140.00	160.00	0.00		300.00
12	Hall Re-development	4940.00	25000	1886.25	603.75	636.30		3126.30
13	Hall hire public event	30.00	90	0.00	0.00	0.00		0.00
14	Community Fund: Defibrillator/Radar Gun/Hi Vis Jkts	149.90	1500	0.00	0.00	0.00		0.00
15	Bank Safety deposit	25.00	25	0.00	0.00	0.00		0.00
16	Chairman's allowance	0.00	100	0.00	0.00	94.02		94.02
17	Neighbourhood Plan	126.10	9000	0.00	0.00	0.00		0.00
18	s137 - Honours Board	0.00	200	0.00	0.00	0.00		0.00
	Total	24980.63	58000	8363.46	5131.61	5461.78		18956.85
	VAT on expenditure	1244.12		218.68	63.76	210.17		492.61
		26224.75		8582.14	5195.37	5671.95		19449.46
RECEIPTS								
1	Precept	21000.00	46000	23000.00	23000.00			46000.00
2	Bank interest	18.39	30	7.43	7.67	7.51		22.61
3	Burial Fees	2160.00	2970	630.00	1920.00	930.00		3480.00
4	Ill Health Insurance refund	14.98						
5	P/Hall Electricity Refund	87.41						
6	2018/19 Adjustment	0.40		0.10				0.10
7	CEC Grant/Donations:							
	Neighbourhood Plan		9000					
	Clean-up Grant			125.00				125.00
	Donation re: Parish Hall				410.00			410.00
8	Refund - Hi-Viz Jackets			24.99	0			24.99
	Other					50.00		50.00
	VAT on income	4.07						
	Total	23285.25	58000	23787.52	25337.67	987.51		50112.70
	VAT repaid	1243.00			1657.74			1657.74
		24528.25		23787.52	26995.41	987.51		51770.44
Signed:								
	Clerk and RFO							
Signed:								
	Councillor with verification responsibility							

Nether Alderley Parish Council

Quarterly Analysis of Expenditure and Receipts compared with budget headings at 31st December 2019

RECEIPTS	Q1	Q2	Q3
1. Precept has been received for 2019-20: £46,000.00			
	£23,000.00	£23,000.00	
2. Bank interest on reserve account: £22.61			
	£7.43	£7.67	£7.51
3. Burial Fees: £3,480.00			
Additional Inscription. (P)	£30.00		£30.00
Reopen grave (NP)	£600.00		£600.00
Additional Inscription (NP) x 2		£120.00	
Purchase a new grave (P)		£600.00	
Purchase a new grave (NP)		£1,200.00	
Purchase a new ashes plot (P)			£300.00
Total	£630.00	£1,920.00	£930.00
4. Ill Health Insurance refund: Nil			
5. P/Hall Elec. refund: Nil			
6. 2018/19 Adjustment: £0.10			
	£0.10		
7. CEC Grant: £535.00			
Neighbourhood Plan			
Clean-up Grant	£125.00		
Donation		£410.00	
Total	£125.00	£410.00	
8. Refund – Hi-viz Jkts: £24.99			
	£24.99		
9. Other: £50.00			
Sale of Radar Gun			£50.00

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PAYMENTS

1. Clerk's salary and pension: £8340.31

	Q1	Q2	Q3
Salary	1,517.76	1,517.76	1,610.70
Overtime	805.58	537.06	669.06
Backpay			268.10
Employer Pension	479.79	423.65	523.61
Employer N.I.	22.95		53.94
Annual payment ill health insurance	66.10		
Additional 'sweep up' ill health insurance			10.14
CE Pension Fund adjustment (+overpaid/-underpaid)	- 52.59	18.32	-108.75
HMRC Account Credit		22.60	-45.47
Total	£2,839.59	£2,519.39	£2,981.33

2. Payroll service to SPS: £137.00

	Q1	Q2	Q3
3 Months payroll service	£30.00	£59.00	£39.00
GDPR Software – 1 st employee	£9.00		
Acting pension delegate (auto enrolment)			
Total	£39.00	£59.00	£39.00

3. Stationery/Travel/Phone Expenses: £573.84

	Q1	Q2	Q3
HP Instant Ink	£32.00	£22.00	19.00
Mobile Phone	£20.41	£17.49	16.89
Stationery/Postage	£42.08	£22.72	23.52
Travel	£179.55	£95.40	82.80
Total	£274.04	£157.59	£142.21

4. Other Admin costs: £83.96

	Q1	Q3
Time Capsule Competition	£20.00	
Domain renewal		£63.96
	£20.00	£63.96

5. Insurance: £1,110.29

	Q1
Total	£1,110.29

6. Audit Fees: £378.50

	Q1	Q3
Internal Audit 2018/19	£178.50	
External Audit 2018/19		£200.00
Total	£178.50	£200.00

Nether Alderley Parish Council

7. Annual Subscription: £477.59

	Q1	Q2	Q3
Cheshire Association of Local Councils (ChALC)	£200.60		
Cheshire Community Action	£20.00		
Society of Local County Clerks (SLCC)	£122.00		
Information Commissioner's Data Protection		£40.00	
Cheshire Community Action (Village Hall)		£45.00	
Web hosting still to be paid			
Anti-virus software			£49.99
Total	£342.60	£85.00	£49.99

8. Hall Expenses: £1,457.59

	Q1	Q2	Q3
Contribution to running costs for 2018			
Waste collection	£72.96		
Electricity	£662.43	£117.23	£309.97
Hall maintenance			£295.00
Total	£735.39	£117.23	£604.97

9. Highways: £838.80

	Q1	Q3
Telephone Kiosk (Materials)	£188.80	
Telephone Kiosk (Labour)		£650.00
Total	£188.80	£650.00

10. Burial Ground expenses: £2,038.65

	Q1	Q2
Maintenance	£609.00	£1,308.00
Compost Bin		£121.65
Total	£609.00	£1,429.65

11. Councillor/Clerk courses: £300.00

	Q1	Q2
Chairmanship 1	£35.00	
Introduction to Local Councils for Clerks & Cllrs.	£35.00	
Introduction to Local Councils for Clerks & Cllrs. (x 2)	£70.00	
BB Training		£130.00
SLCC Conference/Training		£30.00
Total	£140.00	£160.00

12. Hall Re-development: £3,126.30

	Q1	Q2	Q3
RIBA Stage 3 (75% of fee)	£1,886.25		
RIBA Stage 2 (25% of fee)		£603.75	
RIBA Stage 3 (Phase 1)			£636.30
Total	£1,886.25	£603.75	£636.30

13. Hall hire (Public event): None to date

Nether Alderley Parish Council

14. Community Fund: None to date

15. Bank Safety Deposit fee: Paid at end of financial year

16. Chairman's Allowance: £94.02

Xmas Carol Event – Refreshments

Q3
£94.02

£94.02

17. Neighbourhood Plan: None to date

18. S137 Expenditure: None to date