

Horne Parish Council

2015 / 2016 Accounts

1 April 2015 to 31 March 2016

Clare Kirby, Responsible Financial Officer, 13th April 2016

Horne Parish Council: Payments 2015/16

Cq No	Month	To Whom Paid	Description	Payments	Audits	Chairmans Allowance	Clerk Salary	Clerk Expenses	S137	Insurance	Legal Fees	Maintenance	Newsletter	Personnel	Room Hire	Stationery	Subs	Training/ Events	VAT	Website
912	s Apr	Royal British Legion	Poppy Wreath	£40.00		40.00														
SO	s Apr	Mrs L Meehan	Clerk's salary (April)	£600.00			600.00													
913	s Apr	Mrs L Meehan	Expenses (mileage) (April)	£11.20				11.20												
914	s Apr	Mrs L Meehan	Printer Ink & noticeboard lock	£29.51												29.51				
SO	s May	Mrs L Meehan	Clerk's salary (May)	£600.00			600.00													
915	s June	Grasstex	Shrub & hedge maintenance	£1,350.00								1,350.00								
916	s June	Surrey ALC	Suscription 2015/16	£233.89													233.89			
917	s June	TVSC	Membership 2015/16	£10.00													10.00			
918	s June	St Catherine's Hospic	Donation	£100.00					100.00											
919	s June	Zurich Municipal	Insurance cover 2015-16	£260.99						260.99										
920	s June	Mrs L Meehan	Expenses (mileage) (May)	£11.20				11.20												
SO	s June	Mrs L Meehan	Clerk's salary (June)	£600.00			600.00													
923	s June	Mrs L Meehan	Clerk's expenses (June)	£11.20				11.20												
883	s June	Mrs L Meehan	Clerks expenses (14/15)	£11.20				11.20												
921	June	Burstow PC	Room hire Apr-Dec 2015	£233.00											233.00					
922	June	Grasstex	VAT from inv. 1463	£270.00															270.00	
924	June	Mulberry & Co	Internal Audit	£155.64	155.64															
927	s July	Mrs L Meehan	Expenses (mileage) (July)	£96.81				96.81												
925	s July	Mrs L Meehan	Clerk's salary (July - final)	£598.40			598.40													
926	s July	HMRC	Income Tax 2014/15	£1.60						1.60										
929	s July	Tandridge DC	Election Expenses	£90.32														90.32		
928	s Aug	St Mary's PCC	Donation - Upkeep of churchyard	£150.00					150.00											
930	s Aug	CPRE	Membership 2015/16	£40.00													40.00			
931	s Sept	Mrs C Kirby	Clerk's salary (July - part month)	£130.08			£130.08													
932	s Sept	Mrs C Kirby	Clerk's salary (August)	£563.68			£563.68													
936	s Sept	Mrs C Kirby	Expenses (mileage) (July)	£45.40				45.40												
935	s Sept	Mrs C Kirby	Clerk's salary (September)	£572.78			£572.78													
938	Oct	Headleys	common land sale	£483.00							483.00									
937	Oct	Amadeus	printer ink	£59.51												59.51				
939	Oct	python	website redesign	£500.00																500.00
934	Oct	SSALC	recruitment	£336.00																
942	Oct	Mrs C Kirby	Expenses	£44.86				44.86												
943	Oct	Mrs C Kirby	Clerks Salary	£581.88			581.88													
941	Oct	BDO LLP	Annual Return Review	£120.00	120.00															
940	Nov	British Legion	Poppy Wreath	£40.00		40.00														
933	Nov	C&S webs	Web Hosting	£39.00																39.00
945	Nov	Mrs C Kirby	Expenses	£55.79				55.79												
944	Nov	Mrs C Kirby	Clerks Salary	£581.88			581.88													
946	Dec	SSALC	Training	£132.00														132.00		
947	Dec	Mrs C Kirby	Expenses	£506.75				506.75												
948	Dec	Mrs C Kirby	Clerks Salary	£581.88			581.88													
950	Dec	Amadeus	Printer ink, Paper & Envelopes	£93.64												93.64				
949	Dec	Norbury Park	Notice Board Deposit	£1,637.40								1,637.40								
951	Dec	Eden River Press	Newsletter Printing	£481.00									481.00							
952	s Feb	Mrs C Kirby	Expenses (mileage etc)	£28.38				28.38												
954	s Feb	Mrs C Kirby	Clerk's Salary January	£581.88			581.88													
956	s Mar	Mrs C Kirby	Expenses (mileage etc)	£38.04				38.04												
955	s Mar	Mrs C Kirby	Clerks Salary February	£619.84			619.84													
961	s Mar	Mrs C Kirby	Expenses (mileage etc)	£47.88				47.88												
965	s Mar	Mrs C Kirby	Newsletter Postage	£203.04				203.04												
960	s Mar	Mrs C Kirby	Clerks Salary March	£619.84			619.84													
				15,230.39	275.64	80.00	7,232.14	1,111.75	250.00	262.59	483.00	2,987.40	481.00	336.00	233.00	182.66	283.89	222.32	270.00	539.00
TOTAL					Audits	Chairmans Allowance	Clerk Salary	Clerk Expenses	S137	Insurance	Legal Fees	Maintenanc	Newsletter	Personnel	Room Hire	Stationery	Subs	Training/ Events	VAT	Website

Check
15,230.39

Horne Parish Council: Receipts 2015/16

Date	Name	Description	Amount	Precept	Wayleaves	Interest	VAT Refund	Grant	Misc
09/04/2015	s Lloyds Bank	Interest	0.25			0.25			
10/04/2015	s Tandridge District Council	Precept	8,250.00	8,250.00					
11/05/2015	s Lloyds Bank	Interest	0.25			0.25			
09/06/2015	s Lloyds Bank	Interest	0.23			0.23			
26/06/2015	s Norman Brickworks	Village Hall Donation	100.00						100.00
09/07/2015	s Lloyds Bank	Interest	0.24			0.24			
28/07/2015	s OpenReach	Easement	0.95		0.95				
10/08/2015	s Lloyds Bank	Interest	0.25			0.25			
04/09/2015	s Tandridge District Council	Precept	8,250.00	8,250.00					
09/06/2015	s Lloyds Bank	Interest	0.24			0.24			
10/09/2015	s Blacksmith Arms	NVH Cost Donation	400.00						400.00
09/10/2015	s Lloyds Bank	Interest	0.24			0.24			
09/11/2015	s Lloyds Bank	Interest	0.25			0.25			
26/11/2015	s SSALC Ltd	Transparency Grant	1,349.43					1,349.43	
30/11.15	s Chq Payments Received	Newsletter Adverts	75.00						75.00
09/12/2015	s Lloyds Bank	Interest	0.24			0.24			
11/01/2016	s Lloyds Bank	Interest	0.26			0.26			
11/02/2016	s Lloyds Bank	Interest	0.23			0.23			
16/02/2016	s Wellers Headleys	Sale of Common Land	7,000.00						7,000.00
16/02/2016	s Wellers Headleys	Sale of Common Land	10,000.00						10,000.00
02/03/2016	s Lloyds Bank	Good will guesture	100.00						100.00
09/03/2016	s Lloyds Bank	Interest	0.23			0.23			
			35,528.29	16,500.00	0.95	2.91	0.00	1,349.43	17,675.00

Horne Parish Council: Budget 2015/16

	Budgeted costs	Year to date	Remainder	Notes
Audits	325.00	275.64	49.36	
Chairmans Allowance	50.00	80.00	-30.00	Wreath
Clerks Salary	7,204.00	7,232.14	-28.14	
Clerks Expenses	150.00	1,111.75	-961.75	Newsletter Postage Costs
S137	300.00	250.00	50.00	
Insurance	350.00	262.59	87.41	
Legal costs	1,000.00	483.00	517.00	Sale of Common Land
Maintenance of Parish	3,000.00	2,987.40	12.60	Notice Board Replacements
Newsletter	1,000.00	481.00	519.00	
Personnel	-	336.00	-336.00	
Room Hire	400.00	233.00	167.00	
Stationery	220.00	182.66	37.34	
Subscriptions	350.00	283.89	66.11	
Training/Events	500.00	222.32	277.68	
Website	380.00	539.00	-159.00	Incl. £200 towards upgrade
VAT		270.00		
	15,229.00	15,230.39	268.61	

	Budgeted Income	Year to date	Remainder	Notes
Precept	16,500.00	16,500.00	-	2nd precept instalment received
Other (see receipts)	-	100.73	-	
Transparency Fund	-	1,349.43	-	
Adverts in Newsletter	-	75.00	-	
Sale of Common Land	-	16,000.00		Rabys Farmhouse and Barn
	16,500.00	34,025.16	-	

Horne Parish Council: Receipts and Payments Summary 2015/16

As at 31 March 2016

Receipts	£
Precept	16,500.00
Wayleave - Yearly	0.95
Lloyds TSB - Interest	2.91
VAT return	0.00
Grant	1,349.43
Misc.	17,675.00

TOTAL RECEIPTS	<u>35,528.29</u>
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Payments	
Audits (internal and external)	275.64
Chairmans Allowance	80.00
Clerks Salaries	7,232.14
Clerks Expenses	1,111.75
S137	250.00
Insurance	262.59
Legal Fees	483.00
Maintenance	2,987.40
Newsletter	481.00
Personnel	336.00
Room Hire for PC meetings	233.00
Stationery	182.66
Subscriptions	283.89
Training	222.32
VAT	270.00
Website	539.00

TOTAL PAYMENTS	<u>15,230.39</u>
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Excess of Receipts over Payments	20,297.90
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Horne Parish Council: Bank Reconciliation 2015/16

Balances - 1April 2015	Treasurers a/c Lloyds 00135457	3,392.76
	Investment a/c Lloyds 01829576	5,800.00
	Less O/S cheques	
	#	0.00
	#	0.00
	Add total receipts	35,528.29
	Less total payments	15,230.39
	Total	<u>29,490.66</u>

Check point current acc

April Opening Balance	3,392.76
YTD payments	15,230.39
YTD receipts	35,528.29
Mar Closing Balance	23,690.66

Reconciliation

Balances-31 March 2016	Treasurers a/c Lloyds 00135457	23,690.66
	Investment a/c Lloyds 01829576	5,800.00
	Less O/S cheques	
	#958	£2,701.80
	#959	£96.56
	#962	£242.22
	#964	£1,000.00
	Balance	<u>£25,450.08</u>