Steyning Parish Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2018

Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	Total Reserves	**180,095.16**	**196,618.41**
100	Debtors	0.00	4,499.75
105	Vat Control	4,564.84	272.75
	Less Total Debtors	**4,564.84**	**4,772.50**
510	Accruals	57,832.00	55,490.54
	Plus Total Creditors	**57,832.00**	**55,490.54**
	Equals Total Cash and Bank Accounts	**233,362.32**	**247,336.45**
200	Current Account	23,241.95	32,119.32
201	Money Market Account	210,088.18	135,184.94
202	Petty Cash Account	32.19	32.19
220	Barclays Emergency acoount	0.00	80,000.00
	Total Cash and Bank Accounts	**233,362.32**	**247,336.45**

Steyning Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2018

			Account Description	Balance	
Bank Statement Balances					
	1	29/03/2018	HSBC Current Account	53,550.10	
	2	31/03/2018	Money Manager Account	135,184.94	
	3	30/03/2018	Petty Cash	32.19	
	4	31/03/2018	Barclays Emergency A/c	80,000.00	
					268,767.23
Other Cash & Bank Balances					
			Cash Book Suspense A/c	0.00	
			Cash in Hand	0.00	
					0.00
					268,767.23
Unpresented Payments					
	1	27/11/2017	310385	100.00	
	1	13/03/2018	310489	33.58	
	1	19/03/2018	310496	395.45	
	1	19/03/2018	310498	340.20	
	1	19/03/2018	310500	382.02	
	1	19/03/2018	310501	89.40	
	1	26/03/2018	310502	145.00	
	1	26/03/2018	310503	2,880.00	
	1	26/03/2018	310504	1,410.57	
	1	26/03/2018	310505	1,261.12	
	1	26/03/2018	310506	351.09	
	1	26/03/2018	310507	116.36	
	1	26/03/2018	310508	149.57	
	1	26/03/2018	310509	321.34	
	1	26/03/2018	310510	142.20	
	1	26/03/2018	310511	300.32	
	1	26/03/2018	310512	14,992.26	
					23,410.48
					245,356.75
Receipts not on Bank Statement					
	1	29/03/2018	18/135	1,979.70	
					1,979.70
Closing Balance					**247,336.45**
All Cash & Bank Accounts					
			Barclays Emergency acoount		80,000.00
			Current Account		32,119.32
			Money Market Account		135,184.94
			Petty Cash Account		32.19
			Other Cash & Bank Balances		0.00
			Total Cash & Bank Balances		**247,336.45**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt							
101	Administration						
1000	Donations Received	219	500	281			43.8%
1004	Reimbursed Charges & donations	0	200	200			0.0%
1026	Showcase income	514	250	(264)			205.5%
1076	Precept Received	244,523	244,523	0			100.0%
1077	CTB Grant	748	748	0			100.0%
1090	Bank Interest Received	96	125	29			77.1%
	Administration :- Income	**246,100**	**246,346**	**246**			**99.9%**
4000	Salaries	55,456	44,808	(10,648)		(10,648)	123.8%
4002	Printing, stationery, postage	2,977	3,250	273		273	91.6%
4003	Staff ill Health Insurance	711	600	(111)		(111)	118.5%
4004	Telephones and Alarm	4,160	4,360	200		200	95.4%
4005	Insurance	7,918	8,100	182		182	97.8%
4006	Salaries Outsourcing	2,314	1,548	(766)		(766)	149.5%
4010	Audit Fees	2,468	1,340	(1,128)		(1,128)	184.2%
4016	Legal Fees/Elections	1,268	11,300	10,032		10,032	11.2%
4021	General Grants	650	1,000	350		350	65.0%
4025	CCTV Maintenance	506	1,000	494		494	50.6%
4030	Steyning in Bloom	1,000	1,000	0		0	100.0%
4032	Royal British Legion	0	375	375		375	0.0%
4033	Christmas Lights Grant	1,000	1,000	0		0	100.0%
4036	SALC NALC Subs	1,967	1,750	(217)		(217)	112.4%
4040	Town Clock	511	350	(161)		(161)	145.9%
4045	Misc & Petty Cash	583	350	(233)		(233)	166.5%
4047	Training	421	1,500	1,079		1,079	28.1%
4049	Showcase	0	250	250		250	0.0%
4060	Chairman's Function	268	750	482		482	35.7%
4061	Councillors' Allowances	172	750	578		578	22.9%
4063	Legionnaires	1,273	1,600	327		327	79.5%
4070	Software Packages	2,219	1,500	(719)		(719)	147.9%
4071	ICT Equipment	344	1,000	656		656	34.4%
4072	Website Development	672	750	78		78	89.6%
4310	Grounds Maintenance	263	0	(263)		(263)	0.0%
	Administration :- Indirect Expenditure	**89,122**	**90,231**	**1,109**	**0**	**1,109**	**98.8%**
	Movement to/(from) Gen Reserve	**156,978**					

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Finance & Community Appendix						
4100	Neighbourhood Wardens	41,106	41,000	(106)		(106)	100.3%
4101	Swimming Pool	14,992	14,500	(492)		(492)	103.4%
	Finance & Community Appendix :- Indirect Expenditure	**56,098**	**55,500**	**(598)**	**0**	**(598)**	**101.1%**
	Movement to/(from) Gen Reserve	**(56,098)**					
103	Youth Provision						
4023	Youth Service	22,108	24,700	2,592		2,592	89.5%
	Youth Provision :- Indirect Expenditure	**22,108**	**24,700**	**2,592**	**0**	**2,592**	**89.5%**
	Movement to/(from) Gen Reserve	**(22,108)**					
	Finance & General Purposes Ctt :- Income	**246,100**	**246,346**	**246**			**99.9%**
	Expenditure	**167,328**	**170,431**	**3,103**	**0**	**3,103**	**98.2%**
	Movement to/(from) Gen Reserve	**78,772**					

Amenities Cttee

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201	Highways & Lighting						
1001	HDC Cleaning Grant	19,199	19,180	(19)			100.1%
1004	Reimbursed Charges & donations	458	0	(458)			0.0%
	Highways & Lighting :- Income	**19,657**	**19,180**	**(477)**			**102.5%**
4200	Street Light Energy	558	530	(28)		(28)	105.3%
4201	Street Light Maintenance	1,662	1,750	88		88	95.0%
4202	Lamp Post Testing	0	100	100		100	0.0%
4210	Road Sweeping	16,465	16,528	63		63	99.6%
4211	Town Improvements	0	1,000	1,000		1,000	0.0%
4259	Grit	0	600	600		600	0.0%
4260	Pressure wash High St	1,254	700	(554)		(554)	179.1%
	Highways & Lighting :- Indirect Expenditure	**19,939**	**21,208**	**1,269**	**0**	**1,269**	**94.0%**
	Movement to/(from) Gen Reserve	**(282)**					
301	Playing Fields						
1004	Reimbursed Charges & donations	0	500	500			0.0%
	Playing Fields :- Income	**0**	**500**	**500**			**0.0%**
4000	Salaries	270	0	(270)		(270)	0.0%
4310	Grounds Maintenance	15,823	10,000	(5,823)		(5,823)	158.2%
4312	Waste Removal	1,219	850	(369)		(369)	143.5%
4320	Play Equipment Inspections	871	970	99		99	89.8%

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4341	Repairs & Tree works	3,796	2,000	(1,796)		(1,796)	189.8%
4352	Litter and Bins	2,581	3,023	443		443	85.4%
4360	Allotment Maintenance	910	3,200	2,290		2,290	28.4%
	Playing Fields :- Indirect Expenditure	**25,470**	**20,043**	**(5,427)**	**0**	**(5,427)**	**127.1%**
	Movement to/(from) Gen Reserve	**(25,470)**					
302	Allotments						
1005	Allotment Rents	3,590	3,600	10			99.7%
	Allotments :- Income	**3,590**	**3,600**	**10**			**99.7%**
4253	Water Charges	564	550	(14)		(14)	102.5%
	Allotments :- Indirect Expenditure	**564**	**550**	**(14)**	**0**	**(14)**	**102.5%**
	Movement to/(from) Gen Reserve	**3,027**					
	Amenities Cttee :- Income	**23,248**	**23,280**	**32**			**99.9%**
	Expenditure	**45,972**	**41,801**	**(4,171)**	**0**	**(4,171)**	**110.0%**
	Movement to/(from) Gen Reserve	**(22,725)**					

Premises & Steyning Centre Ctt

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
202	Public Toilets						
4000	Salaries	9,020	9,820	800		800	91.8%
4005	Insurance	0	100	100		100	0.0%
4250	Public Toilets - opening/clsng	1,188	1,200	13		13	99.0%
4252	Electricity	447	550	103		103	81.2%
4253	Water Charges	420	1,000	580		580	42.0%
4254	Rates	324	350	26		26	92.6%
4256	Repairs, pdh, consumables	659	1,000	341		341	65.9%
	Public Toilets :- Indirect Expenditure	**12,056**	**14,020**	**1,964**	**0**	**1,964**	**86.0%**
	Movement to/(from) Gen Reserve	**(12,056)**					
303	Playing Field Costs						
4000	Salaries	2,094	5,678	3,584		3,584	36.9%
4253	Water Charges	201	850	649		649	23.6%
	Playing Field Costs :- Indirect Expenditure	**2,295**	**6,528**	**4,233**	**0**	**4,233**	**35.1%**
	Movement to/(from) Gen Reserve	**(2,295)**					

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Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401	Steyning Centre						
1003	Clubs Lease Rentals	2,486	3,075	589			80.8%
1007	Room Hire	62,886	65,000	2,114			96.7%
1010	Miscellaneous income	395	250	(145)			158.1%
1015	Coffee Machine Income	324	300	(24)			108.0%
1017	Income Film Night	6,560	6,000	(560)			109.3%
1020	FITS Receipts	763	800	37			95.3%
1021	Elec recharge income	13	0	(13)			0.0%
	Steyning Centre :- Income	**73,426**	**75,425**	**1,999**			**97.3%**
4000	Salaries	41,639	42,998	1,359		1,359	96.8%
4001	Salaries Cleaning	2,089	6,873	4,784		4,784	30.4%
4039	Publicity and Advertising	214	250	37		37	85.4%
4053	Entertainment Licence	180	2,000	1,820		1,820	9.0%
4071	ICT Equipment	0	400	400		400	0.0%
4252	Electricity	5,135	5,650	515		515	90.9%
4253	Water Charges	1,666	3,150	1,484		1,484	52.9%
4254	Rates	8,164	10,200	2,036		2,036	80.0%
4257	Gas	1,874	6,400	4,526		4,526	29.3%
4310	Grounds Maintenance	2,378	3,500	1,122		1,122	68.0%
4341	Repairs & Tree works	0	200	200		200	0.0%
4342	Repairs/Mtce/Renewals	16,456	9,500	(6,956)		(6,956)	173.2%
4401	Trade Waste	2,369	2,750	381		381	86.1%
4402	Annual Maintenance Contracts	8,354	12,000	3,646		3,646	69.6%
4404	Alarm System	157	500	343		343	31.5%
4406	Cleaning and Consumables	2,111	2,000	(111)		(111)	105.6%
4407	Coffee Machine Expenditure	2,098	300	(1,798)		(1,798)	699.2%
4408	Film Night	3,365	3,600	235		235	93.5%
4409	Refund room booking fees	351	0	(351)		(351)	0.0%
	Steyning Centre :- Indirect Expenditure	**98,599**	**112,271**	**13,672**	**0**	**13,672**	**87.8%**
	Movement to/(from) Gen Reserve	**(25,174)**					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Premises & Steyning Centre Ctt :- Income	**73,426**	**75,425**	**1,999**			**97.3%**
Expenditure	**112,950**	**132,819**	**19,869**	**0**	**19,869**	**85.0%**
Movement to/(from) Gen Reserve	**(39,525)**					
Grand Totals:- Income	**342,774**	**345,051**	**2,278**			**99.3%**
Expenditure	**326,250**	**345,051**	**18,801**	**0**	**18,801**	**94.6%**
Net Income over Expenditure	**16,523**	**0**	**(16,523)**			
Movement to/(from) Gen Reserve	**16,523**					