Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

Finance & General Purposes Ctt

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101 Administration							
1000 Donations Received	250	1,500	1,250	3,000			8.3%
1004 Reimbursed Charges & donations	0	102	102	200			0.0%
1076 Precept Received	248,489	248,489	0	248,489			100.0%
1077 CTB Grant	0	390	390	780			0.0%
1090 Bank Interest Received	0	60	60	125			0.0%
Administration :- Income	**248,739**	**250,541**	**1,802**	**252,594**			**98.5%**
4000 Salaries	58,686	60,774	2,088	121,545		62,859	48.3%
4002 Printing, stationery, postage	631	1,500	869	3,000		2,369	21.0%
4003 Staff Ill Health Insurance	1,279	750	(529)	750		(529)	170.5%
4004 Telephones and Alarm	1,415	1,998	583	4,000		2,585	35.4%
4005 Insurance	0	0	0	8,300		8,300	0.0%
4006 Salaries Outsourcing	278	774	496	1,548		1,270	17.9%
4007 Data Protection	1,745	1,750	5	3,000		1,255	58.2%
4010 Audit Fees	(1,344)	1,420	2,764	1,420		2,764	(94.6%)
4016 Legal Fees/Elections	111	2,400	2,289	4,800		4,689	2.3%
4021 General Grants	350	1,002	652	2,000		1,650	17.5%
4025 CCTV Maintenance	83	2,124	2,041	4,250		4,167	2.0%
4030 Steyning in Bloom	3,463	4,250	787	4,250		787	81.5%
4032 Royal British Legion	0	190	190	400		400	0.0%
4033 Christmas Lights Grant	0	0	0	1,500		1,500	0.0%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4036	SALC NALC Subs	1,788	1,500	(288)	1,744		(44)	102.5%
4040	Town Clock	0	174	174	350		350	0.0%
4045	Misc & Petty Cash	487	274	(213)	350		(137)	139.0%
4047	Training	850	498	(352)	1,000		150	85.0%
4060	Chairman's Function	0	0	0	750		750	0.0%
4061	Councillors' Allowances	0	48	48	100		100	0.0%
4063	Legionnaires	800	498	(302)	1,000		200	80.0%
4070	Software Packages	988	1,250	262	1,500		512	65.9%
4071	ICT Equipment	0	702	702	1,400		1,400	0.0%
4072	Website Development	61	372	311	750		689	8.1%
4073	Neighbourhood Plan Exp	134	10,400	10,266	16,400		16,266	0.8%
4075	Isolation and Loneliness	0	498	498	1,000		1,000	0.0%
	Administration :- Indirect Expenditure	**71,804**	**95,146**	**23,342**	**187,107**	**0**	**115,303**	**38.4%**
	Movement to/(from) Gen Reserve	**176,935**						
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	42,000		42,000	0.0%
4101	Swimming Pool	0	0	0	14,500		14,500	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**56,500**	**0**	**56,500**	**0.0%**
	Movement to/(from) Gen Reserve	**0**						

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6 **Committee Report**

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	6,120	11,023	4,903	24,540		18,420	24.9%
Youth Provision :- Indirect Expenditure	**6,120**	**11,023**	**4,903**	**24,540**	**0**	**18,420**	**24.9%**
Movement to/(from) Gen Reserve	**(6,120)**						
Finance & General Purposes Ctt :- Income	**248,739**	**250,541**	**1,802**	**252,594**			**98.5%**
Expenditure	**77,924**	**106,169**	**28,245**	**268,147**	**0**	**190,223**	**29.1%**
Movement to/(from) Gen Reserve	**170,815**						

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Amenities Cttee								
201	Highways & Lighting							
1001	HDC Cleaning Grant	0	9,782	9,782	19,564			0.0%
	Highways & Lighting :- Income	**0**	**9,782**	**9,782**	**19,564**			**0.0%**
4200	Street Light Energy	640	600	(40)	600		(40)	106.7%
4201	Street Light Maintenance	1,728	1,750	22	1,750		22	98.8%
4202	Lamp Post Testing	0	100	100	100		100	0.0%
4210	Road Sweeping	6,982	8,262	1,280	16,529		9,547	42.2%
4211	Town Improvements	0	0	0	1,000		1,000	0.0%
4259	Grit	0	0	0	600		600	0.0%
4260	Pressure wash High St	0	0	0	700		700	0.0%
	Highways & Lighting :- Indirect Expenditure	**9,351**	**10,712**	**1,361**	**21,279**	**0**	**11,928**	**43.9%**
	Movement to/(from) Gen Reserve	**(9,351)**						
301	Playing Fields							
1004	Reimbursed Charges & donations	0	252	252	500			0.0%
	Playing Fields :- Income	**0**	**252**	**252**	**500**			**0.0%**
4252	Electricity	0	252	252	500		500	0.0%
4253	Water Charges	0	0	0	0		0	0.0%
4310	Grounds Maintenance	3,815	4,998	1,183	10,000		6,185	38.2%
4312	Waste Removal	1,016	850	(166)	850		(166)	119.5%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320	Play Equipment Inspections	240	300	60	970		730	24.7%
4341	Repairs & Tree works	(1,508)	1,002	2,510	2,000		3,508	(75.4%)
4352	Litter and Bins	1,772	1,704	(68)	3,412		1,640	51.9%
4360	Allotment Maintenance	1,176	1,800	624	3,600		2,424	32.7%
	Playing Fields :- Indirect Expenditure	**6,511**	**10,906**	**4,395**	**21,332**	**0**	**14,821**	**30.5%**
	Movement to/(from) Gen Reserve	**(6,511)**						
302	Allotments							
1005	Allotment Rents	3,737	3,200	(537)	3,600			103.8%
	Allotments :- Income	**3,737**	**3,200**	**(537)**	**3,600**			**103.8%**
4253	Water Charges	232	550	318	550		318	42.1%
	Allotments :- Indirect Expenditure	**232**	**550**	**318**	**550**	**0**	**318**	**42.1%**
	Movement to/(from) Gen Reserve	**3,505**						
	Amenities Cttee :- Income	**3,737**	**13,234**	**9,497**	**23,664**			**15.8%**
	Expenditure	**16,094**	**22,168**	**6,074**	**43,161**	**0**	**27,067**	**37.3%**
	Movement to/(from) Gen Reserve	**(12,357)**						

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6 **Committee Report**

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Premises & Steyning Centre Ctt							
202 Public Toilets							
4005 Insurance	105	100	(5)	100		(5)	105.2%
4250 Public Toilets - opening/clsng	495	600	105	1,200		705	41.3%
4252 Electricity	258	276	18	550		292	46.8%
4253 Water Charges	316	498	182	1,000		684	31.6%
4254 Rates	303	350	47	350		47	86.6%
4256 Repairs, pdh, consumables	0	498	498	1,000		1,000	0.0%
Public Toilets :- Indirect Expenditure	**1,477**	**2,322**	**845**	**4,200**	**0**	**2,723**	**35.2%**
Movement to/(from) Gen Reserve	**(1,477)**						
303 Playing Field Costs							
4253 Water Charges	92	474	382	950		858	9.7%
Playing Field Costs :- Indirect Expenditure	**92**	**474**	**382**	**950**	**0**	**858**	**9.7%**
Movement to/(from) Gen Reserve	**(92)**						
401 Steyning Centre							
1003 Clubs Lease Rentals	1,816	2,600	784	3,400			53.4%
1007 Room Hire	22,904	29,500	6,596	63,000			36.4%
1008 NHP Income	0	9,000	9,000	15,000			0.0%
1010 Miscellaneous income	22	126	104	250			8.7%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1015	Coffee Machine Income	290	498	208	1,000			29.0%
1017	Income Film Night	3,185	3,252	67	6,500			49.0%
1020	FITS Receipts	777	290	(487)	800			97.1%
1021	Elec recharge income	4	0	(4)	0			0.0%
	Steyning Centre :- Income	**28,997**	**45,266**	**16,269**	**89,950**			**32.2%**
4004	Telephones and Alarm	(0)	0	0	0		0	0.0%
4053	Entertainment Licence	0	1,250	1,250	2,000		2,000	0.0%
4252	Electricity	1,243	2,500	1,257	5,000		3,757	24.9%
4253	Water Charges	806	2,250	1,444	4,500		3,694	17.9%
4254	Rates	5,621	5,276	(345)	10,550		4,929	53.3%
4257	Gas	658	3,200	2,542	6,400		5,742	10.3%
4310	Grounds Maintenance	1,314	1,752	438	3,500		2,186	37.5%
4341	Repairs & Tree works	0	0	0	500		500	0.0%
4342	Repairs/Mtce/Renewals	8,467	2,502	(5,965)	5,000		(3,467)	169.3%
4401	Trade Waste	1,219	1,428	209	2,850		1,631	42.8%
4402	Annual Maintenance Contracts	3,774	6,400	2,626	12,000		8,226	31.4%
4404	Alarm System	0	500	500	500		500	0.0%
4406	Cleaning and Consumables	1,018	1,248	230	2,500		1,482	40.7%
4407	Coffee Machine Expenditure	42	234	192	350		308	11.9%
4408	Film Night	2,051	1,998	(53)	4,000		1,949	51.3%
	Steyning Centre :- Indirect Expenditure	**26,212**	**30,538**	**4,326**	**59,650**	**0**	**33,438**	**43.9%**
	Movement to/(from) Gen Reserve	**2,785**						
	Premises & Steyning Centre Ctt :- Income	**28,997**	**45,266**	**16,269**	**89,950**			**32.2%**
	Expenditure	**27,781**	**33,334**	**5,553**	**64,800**	**0**	**37,019**	**42.9%**
	Movement to/(from) Gen Reserve	**1,216**						

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/10/2018

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**281,473**	**309,041**	**27,568**	**366,208**			**76.9%**
Expenditure	**121,798**	**161,671**	**39,873**	**376,108**	**0**	**254,310**	**32.4%**
Net Income over Expenditure	**159,674**	**147,370**	**(12,304)**	**(9,900)**			
Movement to/(from) Gen Reserve	**159,674**						

Bank Reconciliation up to 06/11/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2018	310513	1,219.40			1,219.40		Horsham District Council
03/04/2018	310518	44.62			44.62		J Fullbrook
16/04/2018	310542	10.79			10.79		George Ross
03/07/2018	310603	250.00		250.00		R	SLCC
02/08/2018	310643	27.96		27.96		R	Tim Lloyd
20/08/2018	310652	80.63		80.63		R	PiP Services
20/08/2018	301652	42.43		42.43		R	PiP Services
03/09/2018	DR	25.00		25.00		R	Petty cash
03/09/2018	310654	116.00		116.00		R	Post Office
03/09/2018	310655	1,751.75		1,751.75		R	WSCC
03/09/2018	310656	1,488.65		1,488.65		R	HMRC
03/09/2018	310657	199.75		199.75		R	Clare Austin
03/09/2018	310658	30.00		30.00		R	Steyning Farmers Market
03/09/2018	310659	4,156.08		4,156.08		R	Ferring Nursueries
03/09/2018	310660	2,464.37		2,464.37		R	DJ Flynn
03/09/2018	310661	160.00		160.00		R	TSS
03/09/2018	310662	49.78			49.78		Refine and resolve architects
03/09/2018	18/181		248.00	248.00		R	Receipt(s) Banked
03/09/2018	18/182		397.00	397.00		R	Receipt(s) Banked
03/09/2018	18/183		417.18	417.18		R	Receipt(s) Banked
03/09/2018	CR		32.00	32.00		R	Receipt(s) Banked
03/09/2018	CR		32.00	32.00		R	Receipt(s) Banked
05/09/2018	310663	350.28		350.28		R	Glasdon
05/09/2018	310664	30.70		30.70		R	Tim Lloyd
05/09/2018	310665	115.79		115.79		R	Bunces
05/09/2018	310666	100.00		100.00		R	Steyning bookshop
05/09/2018	VIS	38.25		38.25		R	Site lock
05/09/2018	DR	1.05		1.05		R	HSBC
06/09/2018	CR		174.96	174.96		R	Receipt(s) Banked
06/09/2018	CR		85.98	85.98		R	Receipt(s) Banked
06/09/2018	CR		127.97	127.97		R	Receipt(s) Banked
06/09/2018	CR		96.00	96.00		R	Receipt(s) Banked
07/09/2018	18/184		506.00	506.00		R	Receipt(s) Banked
07/09/2018	18/185		192.00	192.00		R	Receipt(s) Banked
07/09/2018	18/186		75.60	75.60		R	Receipt(s) Banked
08/09/2018	CR		32.00	32.00		R	Receipt(s) Banked
09/09/2018	DR	30.00		30.00		R	Petty Cash
10/09/2018	10667	90.00			90.00		Flash trash recycling
10/09/2018	310668	1,219.40		1,219.40		R	Horsham District Council
10/09/2018	310669	200.00			200.00		Steyning and District partners
10/09/2018	310671	173.54		173.54		R	Overline
10/09/2018	310672	454.85			454.85		Southern Cinema Services
12/09/2018	CR		120.10	120.10		R	Receipt(s) Banked
12/09/2018	CR		64.00	64.00		R	Receipt(s) Banked
13/09/2018	310673	105.17		105.17		R	Horsham District Council
14/09/2018	CR		32.00	32.00		R	Receipt(s) Banked
14/09/2018	CR		202.96	202.96		R	Receipt(s) Banked
14/09/2018	CR		1,029.30	1,029.30		R	Receipt(s) Banked

Bank Reconciliation up to 06/11/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/09/2018	CR		27.98	27.98		R	Receipt(s) Banked
14/09/2018	CR		34.39	34.39		R	Receipt(s) Banked
14/09/2018	CR		88.92	88.92		R	Receipt(s) Banked
17/09/2018	310674	40.00			40.00		ico
17/09/2018	310675	324.00		324.00		R	Willett Tech services
17/09/2018	310676	24.00		24.00		R	Green thumb
17/09/2018	310677	94.99		94.99		R	Business stream
17/09/2018	310678	535.12		535.12		R	Business stream
17/09/2018	310679	92.24		92.24		R	Business stream
17/09/2018	VIS	29.39		29.39		R	MSBill info
17/09/2018	18/187		674.12	674.12		R	Receipt(s) Banked
17/09/2018	18/188		836.00	836.00		R	Receipt(s) Banked
17/09/2018	18/189		224.00	224.00		R	Receipt(s) Banked
17/09/2018	18/190		1,105.06	1,105.06		R	Receipt(s) Banked
17/09/2018	18/191		79.00	79.00		R	Receipt(s) Banked
17/09/2018	18/192		200.00	200.00		R	Receipt(s) Banked
17/09/2018	CR		70.06	70.06		R	Receipt(s) Banked
17/09/2018	CR		116.76	116.76		R	Receipt(s) Banked
17/09/2018	CR		48.00	48.00		R	Receipt(s) Banked
17/09/2018	CR		146.18	146.18		R	Receipt(s) Banked
17/09/2018	CR		97.68	97.68		R	Receipt(s) Banked
18/09/2018	TRS		30,000.00	30,000.00		R	Receipt(s) Banked
20/09/2018	310680	25.96			25.96		Business stream
20/09/2018	CR		15.00	15.00		R	Receipt(s) Banked
20/09/2018	CR		68.78	68.78		R	Receipt(s) Banked
20/09/2018	CR		68.40	68.40		R	Receipt(s) Banked
21/09/2018	DR	53.25		53.25		R	HSBC
24/09/2018	VIS	75.48		75.48		R	the signbuilder
27/09/2018	18/193		933.15		933.15		Receipt(s) Banked
27/09/2018	18/194		101.20	101.20		R	Receipt(s) Banked
28/09/2018	BP	688.80		688.80		R	Aspire
28/09/2018	BP	-688.80		-688.80		R	Aspire
28/09/2018	310606	-315.85		-315.85		R	Business stream
28/09/2018	310606	315.85		315.85		R	Business stream
28/09/2018	CR		124,244.50	124,244.50		R	Receipt(s) Banked
28/09/2018	CR		367.27	367.27		R	Receipt(s) Banked
28/09/2018	CR		96.00	96.00		R	Receipt(s) Banked
28/09/2018	BP		688.80	688.80		R	Receipt(s) Banked
01/10/2018	JF1	227.00		227.00		R	Alarms
01/10/2018	JF2	-227.00		-227.00		R	Alarms
02/10/2018	DD	987.00		987.00		R	Horsham District Council
24/10/2018	BP	405.14		405.14		R	Siemans
24/10/2018	BP	5,869.93		5,869.93		R	Various salaries
		23,582.74	164,196.30				

Bank Reconciliation Statement as at 06/11/2018
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current Account	01/10/2018	964	158,674.19
			158,674.19

Unpresented Cheques (Minus)

			Amount	
03/04/2018	310513	Horsham District Council	1,219.40	
03/04/2018	310518	J Fullbrook	44.62	
16/04/2018	310542	George Ross	10.79	
03/09/2018	310662	Refine and resolve architects	49.78	
10/09/2018	10667	Flash trash recycling	90.00	
10/09/2018	310669	Steyning and District partners	200.00	
10/09/2018	310672	Southern Cinema Services	454.85	
17/09/2018	310674	ico	40.00	
20/09/2018	310680	Business stream	25.96	
				2,135.40
				156,538.79

Receipts not Banked/Cleared (Plus)

27/09/2018	18/193	933.15	
			933.15
			157,471.94

Balance per Cash Book is :-	**157,471.94**
Difference is :-	**0.00**