

## RFO REPORT – 1<sup>st</sup> July 2017

| MONKTON COMBE PARISH COUNCIL  |  |  | Receipt and Payment Analysis as at :- |      |                       |                   | 02/07/2017               |                 |
|---|--|--|---------------------------------------|------|-----------------------|-------------------|--------------------------|-----------------|
|   |  |  |                                       | Note | Budget<br>2016/17     | Actual<br>to date | Variation<br>from budget |                 |
| <b>RECEIPTS</b>   |  |  |                                       |      |                       |                   |                          |                 |
| Precept   |  |  |                                       |      | 6268                  | 3134              | -3134                    |                 |
| Local Council Tax Support Grant                                     |  |  |                                       |      | 50                    | 25                | -25                      |                 |
| B&NES Agency Services (Village Cleaning)                            |  |  |                                       |      | 3200                  | 3199              | -1                       |                 |
| B&NES Agency Services (Footpath Scheme)                             |  |  |                                       |      | 230                   | 227               | -3                       |                 |
| Bank Interest MCPC  |  |  |                                       |      | 20                    | 0                 | -20                      |                 |
| Bank Interest Miss Davies   |  |  |                                       |      | 90                    | 0                 | -90                      |                 |
| VAT Refund  |  |  |                                       |      | 120                   | 0                 | -120                     |                 |
| Grants for Village Repairs  |  |  |                                       |      | 0                     | 0                 | 0                        |                 |
| Other Grants  |  |  |                                       |      | 0                     | 0                 | 0                        |                 |
| Other Income  |  |  |                                       |      | 0                     | 0                 | 0                        |                 |
|   |  |  |                                       |      | <b>TOTAL RECEIPTS</b> | <b>9978</b>       | <b>6584</b>              | <b>-3394</b>    |
| <b>PAYMENTS (Ex VAT)</b>  |  |  |                                       |      |                       |                   |                          |                 |
|   |  |  |                                       | 1    |                       |                   |                          |                 |
| <b>Agency Services</b>  |  |  |                                       |      |                       |                   |                          |                 |
| Village Cleaning  |  |  |                                       |      | 3100                  | 761               | -2339                    |                 |
| Gardening MCPC / Footpath scheme                                    |  |  |                                       |      | 350                   | 120               | -230                     |                 |
|   |  |  |                                       |      | <b>Sub-total</b>      | <b>3450</b>       | <b>881</b>               | <b>-2569</b>    |
| Gardening Miss Davies   |  |  |                                       |      | 200                   | 30                | -170                     |                 |
| Public Lighting (St Michaels Gate)                                  |  |  |                                       |      | 25                    | 0                 | -25                      |                 |
|   |  |  |                                       |      | <b>Sub-total</b>      | <b>225</b>        | <b>30</b>                | <b>-195</b>     |
| <b>General Administration</b>                                       |  |  |                                       |      |                       |                   |                          |                 |
| Postage, stationery, printing etc.                                  |  |  |                                       |      | 150                   | 20                | -130                     |                 |
| Councillors Expenses  |  |  |                                       |      | 30                    | 0                 | -30                      |                 |
| Insurance   |  |  |                                       |      | 275                   | 280               | 5                        |                 |
| Playground Safety Check   |  |  |                                       |      | 100                   | 0                 | -100                     |                 |
| Clerk Remuneration  |  |  |                                       |      | 2800                  | 643               | -2157                    |                 |
| Audit Fees  |  |  |                                       |      | 180                   | 80                | -100                     |                 |
| ALCA  |  |  |                                       |      | 60                    | 0                 | -60                      |                 |
| SLCC  |  |  |                                       |      | 50                    | 44                | -6                       |                 |
| Data Protection Act   |  |  |                                       |      | 35                    | 0                 | -35                      |                 |
| Publications and books  |  |  |                                       |      | 50                    | 0                 | -50                      |                 |
| Training etc.   |  |  |                                       |      | 50                    | 0                 | -50                      |                 |
|   |  |  |                                       |      | <b>Sub-total</b>      | <b>3780</b>       | <b>1067</b>              | <b>-2713</b>    |
| <b>S137 Payments</b>  |  |  |                                       |      |                       |                   |                          |                 |
| VPA   |  |  |                                       |      | 100                   | 100               | 0                        |                 |
| CPRE  |  |  |                                       |      | 40                    | 0                 | -40                      |                 |
|   |  |  |                                       |      | <b>Sub-total</b>      | <b>140</b>        | <b>100</b>               | <b>-40</b>      |
| <b>Other Non-recurring Items</b>                                    |  |  |                                       |      |                       |                   |                          |                 |
| Parish Works (Repairs & Replacements)                               |  |  |                                       |      | 500                   | 0                 | -500                     |                 |
| Other Works   |  |  |                                       |      | 200                   | 0                 | -200                     |                 |
| Grants  |  |  |                                       |      | 0                     | 0                 | 0                        |                 |
| E-mail & website service  |  |  |                                       |      | 60                    | 0                 | -60                      |                 |
| Other Expenditure & expenses  |  |  |                                       |      | 50                    | 1                 | -49                      |                 |
|   |  |  |                                       |      | 810                   | 1                 | -809                     |                 |
|   |  |  |                                       |      | <b>TOTAL PAYMENTS</b> | <b>8405</b>       | <b>2079</b>              | <b>-6326.46</b> |
| <b>Excess of Income over Expenditure</b>                            |  |  |                                       |      | 1573                  | 4506              | 2933                     |                 |
| <b>Reclaimable VAT</b>  |  |  |                                       |      | 200                   | 4.00              |                          |                 |
| <b>Total Gross Payments</b>   |  |  |                                       |      | 8605                  | 2082.54           |                          |                 |
| <b>Note 1. Payments exclude VAT unless it cannot be re-claimed.</b> |  |  |                                       |      |                       |                   |                          |                 |

**RFO REPORT – 1<sup>st</sup> July 2017**

**BANK RECONCILIATION**  
**Financial Year Ending 31<sup>st</sup> March 2017**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer on  
**5<sup>th</sup> May 2017**

|   |                        |
|---|------------------------|
| <b>Balances as per Bank Statements as at 02/07/2017</b>   |                        |
| Current Account HSBC  | 11,989.10              |
| Deposit Account Bath Building Society   | 3,136.88               |
| Deposit Account Bath Building Society - Miss Davies   | 12,665.29              |
|   | <hr/> 27,791.27        |
| <b>LESS</b> Un-presented cheques: (inc. VAT)  |                        |
| Sub Total   | 0.00                   |
| <b>PLUS</b> Unpresented Credits   |                        |
| Sub Total   | 0.00                   |
| <b>Net Balance as at 2nd July 2017</b>  | <hr/> <b>27,791.27</b> |
| <br><b>The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-</b> |                        |
| <b>CASH BOOK</b>  |                        |
| <b>Opening Balance 01/04/2017</b>   |                        |
| Current Account HSBC  | 7,487.17               |
| Deposit Account Bath Building Society   | 3,136.88               |
| Deposit Account Bath Building Society - Miss Davies   | 12,665.29              |
|   | <hr/> 23,289.34        |
| Plus Receipts in the year   | <hr/> 6,584.47         |
|   | <hr/> 29,873.81        |
| Less Payments in the year   | <hr/> 2,082.54         |
| <b>Closing Balance per cash book (receipts and payments book) on 02/07/2017</b>                                   | <hr/> <b>27,791.27</b> |

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....

**RFO REPORT – 1<sup>st</sup> July 2017**

**Receipts since meeting on 15<sup>th</sup> May 2017.**

3 B&NES Council Agency Services Footpaths 2017-2018 £226.78

**Payments approved as standing payments or at meeting on 15<sup>th</sup> May 2017 which have now been made.**

|          |                  |                                  |        |
|----------|------------------|----------------------------------|--------|
| 13:51:06 | Sarah Richardson | Internal Audit Charge            | 80.00  |
| 13:59:15 | Mr. G. Davis     | Parish Clerk 30/4 - 27/5/17      | 171.38 |
| 13:46:40 | SLCC             | Clerk Membership 2017-18         | 43.99  |
| 13:57:28 | Came & Company   | Parish Council Insurance 2107-18 | 280.00 |
| 14:01:35 | HMRC             | Month 2 Paye                     | 42.80  |
| SO-JUN   | Ian Croker       | Village Cleaning                 | 253.67 |
|          | Jeff Avis Gdn    | Car Park and Miss Davies Garden  | 75.00  |
| 14:25:45 | Svces            |                                  |        |
| 12:14:01 | Mr. G. Davis     | Expenses Anti Virus Renewal      | 24.00  |
| 12:12:26 | Mr. G. Davis     | Parish Clerk 28/5 - 24/6/17      | 171.38 |
| 12:16:00 | HMRC             | Month 3 Paye                     | 42.80  |

Councillor .....

Clerk .....

Print Name: .....

**Mr. G. Davis**

Dated .....