

Hormead Parish Council
1 to 31 March 2019

ACCOUNTS

APPENDIX A

BALANCES BROUGHT FORWARD					Value
BANK 1 March				£	13,713.15
Available balance b/fwd 1 March				£	12,684.83
INCOME					
Payee	Item	Ref	Date	Value	
Sportive UK	Pavilion hire	Trs	4-Mar	£ 150.00	
Total				£	150.00
EXPENDITURE					
Payee	Service Received	Cheque No	Cheque Date	Value	VAT included
Clerk	Mileage/phone/office February	1695	21-Mar	34.10	-
Clerk cash	Petty cash expenses February	1696	21-Mar	44.99	-
SC Ruff	Litterpicking to 22/3 #13	1697	21-Mar	260.00	-
Landscape Concept	Meas maintenance 1 of 8	1698	21-Mar	975.00	162.50
Landscape Concept	Paint, materials and gate lock	1699	21-Mar	261.17	43.53
Clerk	Salary March and back pay	1700	31-Mar	873.00	-
HMRC	PAYE 4th Quarter Jan-March	1701	31-Mar	179.89	-
TOTAL EXPENDITURE				£	2,628.15
				£	206.03
Balances Carried Forward					
Current Account	AVAILABLE BALANCE brought forward*	1-Mar	Cash book AVAILABLE	Bank Statement	
Plus income			£ 150.00	£ 150.00	
Less expenditure			£ 2,628.15	£ 2,628.15	
Less previous months' cheques presented in month			£	£ 1,028.32	
Plus stopped cheques			£ -	£ -	
Unpresented prev months' cheques are included in available balance					
Plus unpresented March cheques 1700, 1701				£ 1,052.89	
AVAILABLE BALANCE Carried Forward			£	£ 10,206.68	
			£	£ 11,259.57	
Plus petty cash in hand £ 50.00 £ 11,259.57 minus unpresented Feb £ 1,052.89 £ 10,206.68					
Clerk's Salary & Expenses March					
SALARY	hours	rate			
March	Chq 1700	31 March	£	873.00	
Incl back pay April-Dec (NJC pay increase)					
HMRC PAYE					
EXPENSES March to pay in April					
Travel	Miles	rate			
28		£0.45	£	12.60	
See Appendix B2 for details					
Broadband, telephone and office space					
Telephone	mins	rate			
45		£ 0.15	£	6.75	
Broadband contibution @ £8/month £ 8.00					
Space, lighting, heating & electricity contribution @ £3 per month £ 3.00					
See Appendix B2 for details			TOTAL	£ 30.35	
Cheque 1703 18/4					
Petty cash float March					
Pay in April	Total	VAT incl			
Nil					
Petty Cash in hand £ 50.00					
PETTY CASH FLOAT BALANCE £ 50.00					
Bank statement Reconciliation					
Opening bank balance	1 March	£ 13,713.15			
Add Income		£	150.00		
Less Expenditure		£	2,628.15		
Less prev months' cheques presented**		£	1,028.32		
Add unpresented Jan cheques***		£	1,052.89		
		£	-		
Reconciled with statement to 31 March		£	11,259.57		
PRESENTED PREV MONTHS' CHEQUES **					
21-Feb	SC Ruff	1690	£	260.00	
21-Feb	SC Ruff	1691	£	260.00	
28-Feb	Clerk	1694	£	508.32	
TOTAL prev months' cashed cheques				£ 1,028.32	
UNPRESENTED PREV MONTHS' CHEQUES*					
				-	
Incl in available bal b/fwd				TOTAL £ -	
UNPRESENTED MARCH CHEQUES					
Chq date					
31-Mar	Clerk	1700	£	873.00	
31-Mar	HMRC	1701	£	179.89	
UNPRESENTED MARCH TOTAL				£ 1,052.89	