

**Hormead Parish Council  
1 to 31 March 2018**

**ACCOUNTS**

**APPENDIX A**

BALANCES BROUGHT FORWARD					Value		
BANK 1 March				£	9,614.79		
Available balance b/fwd 1 March				£	9,145.89		
INCOME							
Payee	Item	Ref	Date	Value			
<b>Total</b>				£	-		
EXPENDITURE							
Payee	Service Received	Cheque No	Cheque Date	Value	VAT included		
EHDC	Dog bin contract 2017/18	1576	03-Mar	193.73	32.29		
E.ON	Electricity Nov-Feb	1577	03-Mar	80.33	3.83		
Clerk	Mileage/phone/office February	1578	22-Mar	51.69	-		
Clerk	Petty cash expenses February	1579	22-Mar	9.56	-		
SC Ruff	Litterpicking to 24/2 12 of 12	1580	22-Mar	260.00	-		
SC Ruff	Litterpicking to 22/3 #13 Meads	1581	22-Mar	260.00	-		
Clerk reimburse	Ink cartridges	1582	22-Mar	123.06	20.51		
Style Cymru	Website hosting Mar-Sept 2018	1583	22-Mar	55.00	-		
Clerk	Salary March	1584	31-Mar	468.90	-		
HMRC	PAYE 4th Quarter, Jan-March	1585	31-Mar	60.00	-		
<b>TOTAL EXPENDITURE</b>				£	1,562.27	£ 56.63	
Balances Carried Forward				AVAILABLE		Bank Statement	
<b>Current Account</b>	<b>AVAILABLE BALANCE brought forward*</b>			<b>28-Feb</b>	<b>£ 9,145.89</b>	<b>£ 9,614.79</b>	
Plus income					£ -	£ -	
Less expenditure					£ 1,562.27	£ 1,562.27	
Less previous months' cheques presented in month					£ -	£ 468.90	
Plus stopped cheques					£ -	£ -	
Unpresented prev months' cheques are included in available balance							
Plus unpresented March cheques						£ 583.90	
<b>AVAILABLE BALANCE Carried Forward</b>				<b>31-Mar</b>	<b>£ 7,583.62</b>	<b>£ 8,167.52</b>	
Plus petty cash in hand				£	50.00		
						£	8,167.52
						£	35.00
						£	8.00
						£	0.05
						£	43.05
						£	7,583.62
Clerk's Salary & Expenses March							
SALARY	hours	rate					
1-31 Mar		Basic 39		£	455.00		
		3 Additional hours		£	33.90		
				£	488.90		
PAYE		PAYE		£	20.00		
		Chq 1584 31/3		<b>Total</b>	<b>£ 468.90</b>		
EXPENSES March to pay in April							
		Miles	rate				
Travel		36	£0.45		£	16.20	
See Appendix B2 for details							
Broadband, telephone and office space							
		mins	rate				
Telephone		16	£ 0.08		£	1.28	
			Extra for actual call costs		£	1.30	
Broadband contribution @ £8/month					£	8.00	
Space, lighting, heating & electricity contribution @ £3 per month					£	3.00	
See Appendix B2 for details					<b>TOTAL</b>	<b>£ 29.78</b>	
					Cheque 1588 19/4		
Petty cash float March							
Pay April		Total		VAT incl			
22/3 Refreshments for PC meeting		£	3.20				
6/4 Wilko stationery		£	3.75				
Chq 1589 19/4		£	6.95		£	-	
Cash in hand		£	43.05				
PETTY CASH FLOAT BALANCE		£	50.00				
Bank statement Reconciliation							
Opening bank balance 28 February				£	9,614.79		
Add Income				£	-		
Less Expenditure				£	1,562.27		
Less prev months' cheques presented**				£	468.90		
Add unpresented Dec cheques***				£	583.90		
Reconciled with statement to 31 March				£	8,167.52		
PRESENTED PREV MONTHS' CHEQUES **							
28-Feb	Clerk	1575			£	468.90	
TOTAL prev months' cashed cheques				£	468.90		
UNPRESENTED PREV MONTHS' CHEQUES*							
Incl in available bal b/fwd				TOTAL	£ -		
UNPRESENTED MARCH CHEQUES AS AT 31 MARCH							
Chq date							
22-Mar	Style Cymru	1583			£	55.00	
31-Mar	Clerk	1584			£	468.90	
31-Mar	HMRC	1585			£	60.00	
UNPRESENTED MARCH TOTAL					£	583.90	