Hormead Parish Council **ACCOUNTS** **APPENDIX A**

1 to 31 January 2018

BALANCES BROUGHT FORWARD				Value
			BANK 1 January	£ 11,222.22
			Available balance b/fwd 1 January	£ 10,307.32

INCOME

Payee	Item	Ref	Date	Value
Total				£ -

EXPENDITURE

Payee	Service Received	Cheque No	Cheque Date	Value	VAT included
Clerk	Expenses mileage/phone Nov/Dec	1563	18-Jan	42.36	-
Clerk	Petty cash office Nov/Dec	1564	18-Jan	10.87	-
SC Ruff	Litterpick to 3 Nov 10 of 12	1565	18-Jan	260.00	-
R White builders	Supply non-return valve pavilion	1566	18-Jan	145.00	24.17
Clerk	Salary January	1567	31-Jan	468.90	-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL EXPENDITURE				£ 927.13	£ 24.17

Balances Carried Forward				AVAILABLE	Bank Statement
Current Account	AVAILABLE BALANCE brought forward*		31-Dec	£ 10,307.32	£ 11,222.22
Plus income				£ -	£ -
Less expenditure				£ 927.13	£ 927.13
Less previous months' cheques presented in month					£ 554.90
Plus cancelled cheques				£ -	£ -
Unpresented prev months' cheques are included in available balance					
Plus unpresented December cheques					£ 613.90
	AVAILABLE BALANCE Carried Forward		31-Jan	£ 9,380.19	£ 10,354.09
			Plus petty cash in hand	£ 50.00	

Clerk's Salary & Expenses January

SALARY	hours	rate	
1-31 Dec		Basic 39	£ 455.00
		3 Additional hours	£ 33.90
			£ 488.90
PAYE		PAYE	£ 20.00
	Chq 1567 31/1	Total	£ 468.90

EXPENSES January to pay in February

	Miles	rate	
Travel	28	£0.45	£ 12.60
See Appendix B2 for details			
Broadband, telephone and office space			
	mins		
Telephone	32	£ 0.08	£ 2.56
Broadband contibution @ £8/month			£ 8.00
Space, lighting, heating & electricity contribution @ £3 per month			£ 3.00
See Appendix B2 for details		TOTAL	£ 26.16
		Cheque 1568 15/2	

Petty cash float January	Total	VAT incl
Pay Feb		
23/1 Wilko staples	£ 0.50	
6/2 Wilko gate lock	£ 10.00	
9/2 Wilko paper	£ 2.75	
Chq 1569 15/2	£ 13.25	£ -
Cash in hand 31/1	£ 36.75	
PETTY CASH FLOAT BALANCE	£ 50.00	

Bank statement Reconciliation

Opening bank balance	31 October	£ 11,222.22
Add Income		£ -
Less Expenditure		£ 927.13
Less prev months' cheques presented**		£ 554.90
Add unpresented Dec cheques***		£ 613.90
		£ -
Reconciled with statement to 31 January		£ 10,354.09

PRESENTED PREV MONTHS' CHEQUES **

12-Dec	A Virage	1559	£ 26.00
31-Dec	Clerk	1561	£ 468.90
31-Dec	HMRC	1562	£ 60.00
		TOTAL prev months' cashed cheques	£ 554.90

UNPRESENTED PREV MONTHS' CHEQUES*

19-Oct	BT Payphones	1542	£ 360.00
Incl in available bal b/fwd		TOTAL	£ 360.00

UNPRESENTED JAN CHEQUES AS AT 31 JAN

Chq date			
18-Jan	R White builders	1566	145.00
31-Jan	Clerk	1567	468.90
		UNPRESENTED DEC TOTAL	£ 613.90