

# RFO REPORT

28 July 2021 (2021-2022)

## Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00	0.00	8,000.00
113	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,382.00	0.00	3,382.00
114	07/07/2021		1. Unity Trust Bank	Direct Debit	Bank charges	Unity Trust Bank	X	31.35	0.00	31.35
115	08/07/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.70	0.00	6.70
116	08/07/2021		1. Unity Trust Bank	Direct Debit	ICO Registration	Information Commissioner	X	35.00	0.00	35.00
117	08/07/2021		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	163.74	32.75	196.49
118	08/07/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
119	08/07/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
120	08/07/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
126	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00
127	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00	0.00	18.00
128	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00
129	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00
130	08/07/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,946.88	0.00	1,946.88
132	08/07/2021		1. Unity Trust Bank		Zoom subscription	D Lines	S	35.97	7.19	43.16
133	08/07/2021		1. Unity Trust Bank		Zoom subscription	D Lines	S	4.39	0.88	5.27
134	08/07/2021		1. Unity Trust Bank		Zoom subscription	D Lines	S	24.37	4.87	29.24
135	08/07/2021		1. Unity Trust Bank		Zoom subscription	D Lines	S	0.80	0.16	0.96
136	08/07/2021		1. Unity Trust Bank		Zoom subscription	D Lines	X	14.39	0.00	14.39
137	08/07/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	37.80	0.00	37.80
138	08/07/2021		1. Unity Trust Bank		Postage	C Clouston	E	4.43	0.00	4.43
139	08/07/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	20.00	0.00	20.00
140	08/07/2021		1. Unity Trust Bank		Stationery	C Clouston	S	7.50	1.50	9.00
141	08/07/2021		1. Unity Trust Bank		MW Tools and supplies	D Chambers	S	4.98	1.00	5.98
142	08/07/2021		1. Unity Trust Bank		Councillor/staff training	Donna Tristram	S	10.00	2.00	12.00
143	08/07/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	Z	223.00	0.00	223.00
144	08/07/2021		1. Unity Trust Bank		BG Memorial Wall	Cook & Philips	S	2,520.00	504.00	3,024.00
145	08/07/2021		1. Unity Trust Bank		Room hire	SVHMC	X	21.00	0.00	21.00
146	08/07/2021		1. Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	102.00	20.40	122.40
147	08/07/2021		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	73.15	14.63	87.78
148	08/07/2021		1. Unity Trust Bank		IT Support	FIX I.T. Essex LTD	X	265.99	0.00	265.99
149	08/07/2021		1. Unity Trust Bank		Annual Subscription	Colchester Association of Loc	X	35.00	0.00	35.00
150	08/07/2021		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	9.68	1.94	11.62
151	08/07/2021		1. Unity Trust Bank	300021	Outdoor Gym equipment	Caloo Ltd.	S	20,833.33	4,166.67	25,000.00
152	08/07/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	150.00	30.00	180.00
153	08/07/2021		1. Unity Trust Bank		Waste bin collection	TBS Hwoiene Ltd	S	180.00	36.00	216.00
154	08/07/2021		1. Unity Trust Bank		Legal advice	Essex County Council	S	330.00	66.00	396.00
155	08/07/2021		1. Unity Trust Bank		Noticeboards	Parish Noticeboard Co	S	395.00	79.00	474.00
156	08/07/2021		1. Unity Trust Bank		VH - WIFI Network	Saint IT Ltd	S	2,271.53	454.30	2,725.83
157	08/07/2021		1. Unity Trust Bank	300022	Audit fees	G Mussett	X	700.00	0.00	700.00
158	08/07/2021		1. Unity Trust Bank		Streetlight replacement	Colchester Borough Homes	S	1,066.27	213.25	1,279.52
159	08/07/2021		1. Unity Trust Bank		Signage	Impact Signs	S	52.50	10.50	63.00
160	08/07/2021		1. Unity Trust Bank		Annual Subscription	RCCE	S	115.50	23.10	138.60
161	08/07/2021		1. Unity Trust Bank		MW Locum	M Basham	X	117.00	0.00	117.00
162	08/07/2021		1. Unity Trust Bank		Stationery	Amazon re MDLtd	S	3.99	0.80	4.79
163	08/07/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	33.14	6.63	39.77
164	08/07/2021		1. Unity Trust Bank		First Aid Kit	Amazon EU UK branch	S	14.70	2.92	17.62
165	08/07/2021		1. Unity Trust Bank		Laminator	Amazon re Z	S	23.32	4.67	27.99
166	08/07/2021		1. Unity Trust Bank		Laminator Pouches	Amazon re Houseware Ltd	S	9.08	1.82	10.90
167	08/07/2021		1. Unity Trust Bank		Laminator Pouches	Amazon re Z	S	9.99	2.00	11.99
168	08/07/2021		1. Unity Trust Bank		Signage	Amazon re SP Ltd	S	7.32	1.47	8.79
169	14/07/2021		1. Unity Trust Bank		Insurance	Came & Co	E	88.08	0.00	88.08
170	20/07/2021		1. Unity Trust Bank	Direct Debit	Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
171	s19 (3) MPA 1976	20/07/2021	1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	825.00	165.00	990.00
<b>Total</b>								<b>45,133.27</b>	<b>5,926.53</b>	<b>51,059.80</b>

This list excludes net salaries, PAYE & NI, totalling £6556.45


### Stanway Parish Council

Prepared by: DAVID LINES RFO  
Name and Role (Clerk/RFO etc)

Date: 26/7/21

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 26/07/2021</b>			
	Cash in Hand 01/04/2021			179,045.53
	<b>ADD</b>			
	Receipts 01/04/2021 - 26/07/2021			143,379.71
				322,425.24
	<b>SUBTRACT</b>			
	Payments 01/04/2021 - 26/07/2021			105,283.97
<b>A</b>	<b>Cash in Hand 26/07/2021</b> (per Cash Book)			<b>217,141.27</b>
	Cash in hand per Bank Statements			
	Cash	11/04/2021	0.00	
	5. Nationwide 419-95	01/04/2021	31,054.86	
	4. Nationwide 427-45	01/04/2021	31,027.43	
	1. Unity Trust Bank	26/07/2021	73,734.21	
	3. Barclays Premium Savings A/C	18/06/2021	66,144.25	
	2. Barclays Main C/A	18/06/2021	10,999.21	
				<b>212,959.96</b>
	Less unrepresented payments			818.69
				212,141.27
	Plus unrepresented receipts			5,000.00
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>217,141.27</b>
	<b>A = B Checks out OK</b>			 26/7/21

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

26 July 2021 (2021-2022)

**A - General Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	270,146.00	135,073.00	-135,073				-135,073 (-50%)
2	Wayleaves	1.00		-1				-1 (-100%)
3	CBC Grants - General	500.00	250.00	-250				-250 (-50%)
4	CBC Grants - CIL, s106, etc..							(N/A)
5	Other Grants		2,500.00	2,500				2,500 (N/A)
6	Interest Income	125.00	1.71	-123				-123 (-98%)
7	LCTS Grant	4,759.00	2,380.00	-2,379				-2,379 (-49%)
77	Miscellaneous							(N/A)
85	VAT Refund							(N/A)
<b>SUB TOTAL</b>		<b>275,531.00</b>	<b>140,204.71</b>	<b>-135,326</b>				<b>-135,326 (-49%)</b>

**B - Admin - Personnel**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries, PAYE & NI (all)				88,000.00	26,205.80	61,794	61,794 (70%)
10	Home working allowance				864.00	288.00	576	576 (66%)
11	Pension contributions (total)				19,350.00	7,787.52	11,562	11,562 (59%)
12	Payroll Services				500.00	102.00	398	398 (79%)
13	Training - All				1,400.00	524.00	876	876 (62%)
14	Travel expenses				1,000.00	112.26	888	888 (88%)
15	Stationery - Councillors				325.00		325	325 (100%)
75	Chairman's Allowance				200.00	70.00	130	130 (65%)
82	Staffing Reserve				17,300.00	117.00	17,183	17,183 (99%)
<b>SUB TOTAL</b>					<b>128,939.00</b>	<b>35,206.58</b>	<b>93,732</b>	<b>93,732 (72%)</b>

**C - Admin - Office/IT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	28.68	171	171 (85%)
17	Office supplies				900.00	193.89	706	706 (78%)
18	Printer maintenance				1,200.00	265.03	935	935 (77%)
19	Councillor IT Support				1,200.00	396.00	804	804 (67%)
20	Phone/Broadband charges				1,200.00	838.82	361	361 (30%)
21	Website Maintenance				800.00		800	800 (100%)
22	Office IT Support				1,750.00	516.40	1,234	1,234 (70%)
23	IT/PA System Reserve				1,000.00	627.02	373	373 (37%)
78	Room Hire				250.00	73.00	177	177 (70%)
<b>SUB TOTAL</b>					<b>8,500.00</b>	<b>2,938.84</b>	<b>5,561</b>	<b>5,561 (65%)</b>

**D - Admin - Audit & Accountin**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

**Stanway Parish Council**  
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26 July 2021 (2021-2022)

24 Internal Audit Fees	1,450.00	700.00	750	750 (51%)
25 External Audit Fees	600.00		600	600 (100%)
26 Accounting software fees	648.00		648	648 (100%)
<b>SUB TOTAL</b>	<b>2,698.00</b>	<b>700.00</b>	<b>1,998</b>	<b>1,998 (74%)</b>

**E - Admin - Other**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Insurance				2,275.00	2,344.61	-70	-70 (-3%)
37 Annual Subscriptions				1,775.00	1,791.72	-17	-17 (-0%)
38 Bank charges				150.00	56.40	94	94 (62%)
39 Election Reserve				500.00		500	500 (100%)
40 Legal Fees Reserve				1,000.00	330.00	670	670 (67%)
41 Other specialist fees				500.00		500	500 (100%)
74 Sundry items				54.00	19.93	34	34 (63%)
92 Risk Management				1,500.00	103.90	1,396	1,396 (93%)
<b>SUB TOTAL</b>				<b>7,754.00</b>	<b>4,646.56</b>	<b>3,107</b>	<b>3,107 (40%)</b>

**F - Planning**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76 Planning fees reserve							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**G - Comm Assets - Grounds**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 General repairs				1,250.00	4.98	1,245	1,245 (99%)
28 Car Park repairs				5,000.00		5,000	5,000 (100%)
29 Play equipment Reserve				50,000.00		50,000	50,000 (100%)
30 Play area signs				500.00		500	500 (100%)
31 Grounds maintenance				10,750.00	4,865.45	5,885	5,885 (54%)
32 Play area bark				1,000.00		1,000	1,000 (100%)
33 Tree maintenance				5,000.00	1,320.00	3,680	3,680 (73%)
34 Youth Pod / Outdoor Gym				1,000.00	20,893.15	-19,893	-19,893 (-1989%)
35 Play area benches/bins				500.00		500	500 (100%)
42 Pest control				500.00	120.00	380	380 (76%)
52 MW Consumables				750.00	336.35	414	414 (55%)
90 Safety Inspections				500.00		500	500 (100%)
94 Vehicle lease				200.00		200	200 (100%)
95 Workshop/store				200.00	2,629.00	-2,429	-2,429 (-1214%)
<b>SUB TOTAL</b>				<b>77,150.00</b>	<b>30,168.93</b>	<b>46,981</b>	<b>46,981 (60%)</b>

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

26 July 2021 (2021-2022)

**H - Comm Assets - Streets**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Bus Shelter Reserve				500.00	350.00	150	150 (30%)
49	Notice Board Reserve				250.00	395.00	-145	-145 (-58%)
50	Street Light Costs				5,300.00	978.00	4,322	4,322 (81%)
51	Street Light Reserve				2,000.00	1,066.27	934	934 (46%)
81	Street signs etc				500.00		500	500 (100%)
84	Street lighting electricity				5,000.00		5,000	5,000 (100%)
96	Footpath Reserve				1,500.00		1,500	1,500 (100%)
<b>SUB TOTAL</b>					<b>15,050.00</b>	<b>2,789.27</b>	<b>12,261</b>	<b>12,261 (81%)</b>

**I - Comm Assets - Halls**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees				1,500.00	1,500.00		(0%)
88	Contingency Reserve				1,000.00	2,271.53	-1,272	-1,272 (-127%)
<b>SUB TOTAL</b>					<b>2,500.00</b>	<b>3,771.53</b>	<b>-1,272</b>	<b>-1,272 (-50%)</b>

**J - Comm Assets - Burial Gds**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	1,000.00	3,045.00	2,045				2,045 (204%)
56	Tree sponsorship	10.00	130.00	120				120 (1200%)
57	BG Maintenance				1,500.00	708.33	792	792 (52%)
58	BG Reserve				500.00	2,520.00	-2,020	-2,020 (-404%)
<b>SUB TOTAL</b>		<b>1,010.00</b>	<b>3,175.00</b>	<b>2,165</b>	<b>2,000.00</b>	<b>3,228.33</b>	<b>-1,228</b>	<b>937 (31%)</b>

**L - Comm Services - Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	s137/1972				9,500.00		9,500	9,500 (100%)
71	s106 expenditure							(N/A)
72	Other grants							(N/A)
73	CIL Grant expenditure							(N/A)
93	s19 (3) MPA 1976					825.00	-825	-825 (N/A)
<b>SUB TOTAL</b>					<b>9,500.00</b>	<b>825.00</b>	<b>8,675</b>	<b>8,675 (91%)</b>

**M - Loans**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Capital repayments				16,000.00	8,000.00	8,000	8,000 (50%)
80	Interest payments				6,800.00	3,382.00	3,418	3,418 (50%)

**Stanway Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

26 July 2021 (2021-2022)

SUB TOTAL					22,800.00	11,382.00	11,418	11,418 (50%)
<b>N - Comm Services - Events</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	CE Income	500.00		-500				-500 (-100%)
54	CE Expenditure				1,000.00	1,403.77	-404	-404 (-40%)
SUB TOTAL		500.00		-500	1,000.00	1,403.77	-404	-904 (-60%)
<b>O. Comm Services- Services</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Community Safety Reserve				1,000.00		1,000	1,000 (100%)
SUB TOTAL					1,000.00		1,000	1,000 (100%)
<b>Summary</b>								
NET TOTAL		277,041.00	143,379.71	-133,661	278,891.00	97,060.81	181,830	48,169 (8%)
V.A.T.			0.00			8,223.16		
GROSS TOTAL			143,379.71			105,283.97		