

RFO REPORT

25 October 2021 (2021-2022)

Stanway Parish Council

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

Date: 25/10/21

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

Date: _____

	Bank Reconciliation at 25/10/2021		
	Cash in Hand 01/04/2021		179,045.53
	ADD		
	Receipts 01/04/2021 - 25/10/2021		300,628.50
			479,674.03
	SUBTRACT		
	Payments 01/04/2021 - 25/10/2021		162,962.11
A	Cash in Hand 25/10/2021 (per Cash Book)		316,711.92
	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	25/10/2021	159,389.76
	3. Barclays Premium Savings A/C	17/09/2021	66,145.90
	2. Barclays Main C/A	17/09/2021	31,981.97
			319,599.92
	Less unrepresented payments		2,888.00
			316,711.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		316,711.92
	A = B Checks out OK		

Stanway Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
244	Bank charges	11/10/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.35		6.35
245	Street Light Costs	11/10/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
246	Office IT Support	11/10/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
247	Councillor IT Support	11/10/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
248	Grounds maintenance	11/10/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
254	Home working allowance	11/10/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00		18.00
255	Home working allowance	11/10/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
256	Home working allowance	11/10/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
257	Home working allowance	11/10/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
258	Pension contributions (total)	11/10/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,990.33		1,990.33
260	Staffing Reserve	11/10/2021		1. Unity Trust Bank		MW Locum	M Basham	X	72.00		72.00
261	Risk Management	11/10/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
262	Training - All	11/10/2021		1. Unity Trust Bank		Driving test	Donna Tristram	E	62.00		62.00
263	MW Consumables	11/10/2021		1. Unity Trust Bank		SPC Work wear	B Cooper	X	19.32		19.32
264	Travel expenses	11/10/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	23.40		23.40
265	Postage	11/10/2021		1. Unity Trust Bank		Postage	C Clouston	E	2.69		2.69
266	Phone/Broadband charges	11/10/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
267	IT/PA System Reserve	11/10/2021		1. Unity Trust Bank		IT accessories	C Clouston	S	14.16	2.83	16.99
268	Training - All	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	20.00	4.00	24.00
269	Training - All	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	575.00	115.00	690.00
270	Training - All	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	25.00	5.00	30.00
271	CE Expenditure	11/10/2021		1. Unity Trust Bank		Fitness Sessions	CrossFit DireWolf Ltd	X	180.00		180.00
272	Play equipment Reserve	11/10/2021		1. Unity Trust Bank		Play equipment repair	Dines Agri Services	X	150.00		150.00
273	MW Consumables	11/10/2021		1. Unity Trust Bank		MW Tools and supplies	Ernest Doe	S	938.04	187.62	1,125.66
274	Street Light Costs	11/10/2021		1. Unity Trust Bank		Streetlight replacement	A&J Lighting	S	235.95	47.19	283.14
275	Street Light Costs	11/10/2021		1. Unity Trust Bank		Streetlight replacement	A&J Lighting	S	150.45	30.09	180.54
276	Community Safety Reserve	11/10/2021		1. Unity Trust Bank		Specials Posters	Green Square Comms	S	650.00	130.00	780.00
277	Grounds maintenance	11/10/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
278	Grounds maintenance	11/10/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
279	External Audit Fees	11/10/2021		1. Unity Trust Bank		Audit fees	PKF Littlejohn LLP	S	600.00	120.00	720.00
280	s137/1972	11/10/2021		1. Unity Trust Bank		Community Grant	Stanway Rovers FC	X	450.00		450.00
281	Printer maintenance	11/10/2021		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	10.33	2.07	12.40
282	Tree maintenance	11/10/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Servici	X	550.00		550.00
283	Tree maintenance	11/10/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Servici	X	410.00		410.00
284	Risk Management	11/10/2021		1. Unity Trust Bank		Annual Subscription	I.T. Saint	S	98.81	19.76	118.57
285	Notice Board Reserve	11/10/2021		1. Unity Trust Bank		Noticeboard repair	Parish Noticeboard Co	S	19.92	3.98	23.90
286	Annual Subscriptions	11/10/2021		1. Unity Trust Bank		Annual Subscription	RCCE	S	60.00	12.00	72.00
287	BG Maintenance	13/10/2021		1. Unity Trust Bank		Grounds Maintenance	Bowman and Son	S	100.00	20.00	120.00
288	s137/1972	13/10/2021		1. Unity Trust Bank		Community Grant	Colchester Fitness Centre	X	500.00		500.00
289	Payroll Services	14/10/2021		1. Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	102.00	20.40	122.40
Total									9,369.12	874.21	10,243.33

This list excludes net salaries, PAYE & NI, totalling £6755.28

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

25 October 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	270,146.00					(0%)
2	Wayleaves	1.00		-1.00				-1.00 (-100%)
3	CBC Grants - General	500.00	500.00					(0%)
4	CBC Grants - CIL, s106, etc..							(N/A)
5	Other Grants		2,500.00	2,500.00				2,500.00 (N/A)
6	Interest Income	125.00	3.53	-121.47				-121.47 (-97%)
7	LCTS Grant	4,759.00	4,760.00	1.00				1.00 (0%)
77	Miscellaneous							(N/A)
85	VAT Refund							(N/A)
SUB TOTAL		275,531.00	277,909.53	2,378.53				2,378.53 (0%)

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	45,743.17	42,256.83	42,256.83 (48%)
10	Home working allowance				864.00	504.00	360.00	360.00 (41%)
11	Pension contributions (total)				19,350.00	13,567.20	5,782.80	5,782.80 (29%)
12	Payroll Services				500.00	204.00	296.00	296.00 (59%)
13	Training - All				5,000.00	1,321.00	3,679.00	3,679.00 (73%)
14	Travel expenses				1,000.00	215.58	784.42	784.42 (78%)
15	Stationery - Councillors				325.00		325.00	325.00 (100%)
75	Chairman's Allowance				200.00	70.00	130.00	130.00 (65%)
82	Staffing Reserve				9,000.00	333.00	8,667.00	8,667.00 (96%)
SUB TOTAL					124,239.00	61,957.95	62,281.05	62,281.05 (50%)

C - Admin - Office/IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	54.89	145.11	145.11 (72%)
17	Office supplies				900.00	426.29	473.71	473.71 (52%)
18	Printer maintenance				1,200.00	525.90	674.10	674.10 (56%)
19	Councillor IT Support				1,200.00	693.00	507.00	507.00 (42%)
20	Phone/Broadband charges				1,200.00	1,353.15	-153.15	-153.15 (-12%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	903.70	846.30	846.30 (48%)
23	IT/PA System Reserve				1,000.00	641.18	358.82	358.82 (35%)
78	Room Hire				250.00	73.00	177.00	177.00 (70%)
SUB TOTAL					8,500.00	5,096.11	3,403.89	3,403.89 (40%)

D - Admin - Audit & Accountin

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

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24 Internal Audit Fees	1,450.00	700.00	750.00	750.00 (51%)
25 External Audit Fees	600.00	600.00		(0%)
26 Accounting software fees	648.00		648.00	648.00 (100%)
SUB TOTAL	2,698.00	1,300.00	1,398.00	1,398.00 (51%)

E - Admin - Other

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Insurance		3,298.33	3,298.33	2,275.00	2,344.61	-69.61	3,228.72 (141%)
37 Annual Subscriptions				1,775.00	1,851.72	-76.72	-76.72 (-4%)
38 Bank charges				150.00	104.75	45.25	45.25 (30%)
39 Election Reserve				500.00		500.00	500.00 (100%)
40 Legal Fees Reserve				10,000.00	330.00	9,670.00	9,670.00 (96%)
41 Other specialist fees				500.00		500.00	500.00 (100%)
74 Sundry items				54.00	54.18	-0.18	-0.18 (-0%)
92 Risk Management				1,500.00	310.62	1,189.38	1,189.38 (79%)
SUB TOTAL		3,298.33	3,298.33	16,754.00	4,995.88	11,758.12	15,056.45 (89%)

F - Planning

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

G - Comm Assets - Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 General repairs				750.00	4.98	745.02	745.02 (99%)
28 Car Park repairs				5,000.00		5,000.00	5,000.00 (100%)
29 Play equipment Reserve				50,000.00	215.00	49,785.00	49,785.00 (99%)
30 Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31 Grounds maintenance				10,750.00	6,970.45	3,779.55	3,779.55 (35%)
32 Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33 Tree maintenance				5,000.00	2,780.00	2,220.00	2,220.00 (44%)
34 Youth Pod / Outdoor Gym				21,000.00	20,893.15	106.85	106.85 (0%)
35 Play area benches/bins				500.00		500.00	500.00 (100%)
42 Pest control				500.00	265.00	235.00	235.00 (47%)
52 MW Consumables				750.00	1,556.99	-806.99	-806.99 (-107%)
90 Safety Inspections				500.00		500.00	500.00 (100%)
94 Vehicle lease				200.00		200.00	200.00 (100%)
95 Workshop/store				3,000.00	4,619.00	-1,619.00	-1,619.00 (-53%)
SUB TOTAL				99,950.00	38,194.57	61,755.43	61,755.43 (61%)

Stanway Parish Council
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H - Comm Assets - Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46 Bus Shelter Reserve				3,000.00	350.00	2,650.00	2,650.00 (88%)
49 Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50 Street Light Costs				5,300.00	2,853.30	2,446.70	2,446.70 (46%)
51 Street Light Reserve				2,000.00	1,066.27	933.73	933.73 (46%)
81 Street signs etc				500.00		500.00	500.00 (100%)
84 Street lighting electricity				5,000.00	1,236.70	3,763.30	3,763.30 (75%)
96 Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				17,550.00	5,921.19	11,628.81	11,628.81 (66%)

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	-1,500.00 (N/A)
88 Contingency Reserve				4,000.00	2,271.53	1,728.47	1,728.47 (43%)
SUB TOTAL				4,000.00	3,771.53	228.47	228.47 (5%)

J - Comm Assets - Burial Gds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Burial Ground Income	4,000.00	3,045.00	-955.00				-955.00 (-23%)
56 Tree sponsorship	10.00	230.00	220.00				220.00 (2200%)
57 BG Maintenance				1,500.00	998.33	501.67	501.67 (33%)
58 BG Reserve				13,000.00	12,600.00	400.00	400.00 (3%)
SUB TOTAL	4,010.00	3,275.00	-735.00	14,500.00	13,598.33	901.67	166.67 (0%)

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	950.00	8,550.00	8,550.00 (90%)
71 s106 expenditure							(N/A)
72 Other grants							(N/A)
73 CIL Grant expenditure							(N/A)
93 s19 (3) MPA 1976					825.00	-825.00	-825.00 (N/A)
SUB TOTAL				9,500.00	1,775.00	7,725.00	7,725.00 (81%)

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	8,000.00	8,000.00 (50%)
80 Interest payments				6,800.00	3,382.00	3,418.00	3,418.00 (50%)

Stanway Parish Council
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All Cost Centres and Codes

25 October 2021 (2021-2022)

SUB TOTAL		22,800.00	11,382.00	11,418.00	11,418.00 (50%)
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N - Comm Services - Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53 CE Income	500.00		-500.00				-500.00 (-100%)
54 CE Expenditure				4,500.00	1,603.77	2,896.23	2,896.23 (64%)
SUB TOTAL	500.00		-500.00	4,500.00	1,603.77	2,896.23	2,396.23 (47%)

O. Comm Services- Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Community Safety Reserve				1,000.00	650.00	350.00	350.00 (35%)
SUB TOTAL				1,000.00	650.00	350.00	350.00 (35%)

Summary

NET TOTAL	280,041.00	284,482.86	4,441.86	325,991.00	150,246.33	175,744.67	180,186.53 (29%)
V.A.T.		16,145.64			12,715.78		
GROSS TOTAL		300,628.50			162,962.11		