

RFO REPORT

22 November 2021 (2021-2022)

Stanway Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
292	Bank charges	02/11/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.35		8.35
293	Bank charges	04/11/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.35		8.35
294	Capital repayments	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00		8,000.00
295	Interest payments	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,204.00		3,204.00
296	Printer maintenance	04/11/2021		2. Barclays Main C/A	Direct Debit	Printer lease	BNP Paribas	S	160.00	32.00	192.00
297	Street Light Costs	04/11/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
298	Councillor IT Support	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
299	Office IT Support	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
305	Home working allowance	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00		18.00
306	Home working allowance	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
307	Home working allowance	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
308	Home working allowance	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
310	Pension contributions (total)	04/11/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,213.95		2,213.95
311	Training - All	04/11/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	20.00	4.00	24.00
312	Accounting software fees	04/11/2021		1. Unity Trust Bank		Accounting Software Licence	Scribe Accounts	S	648.00	129.60	777.60
313	Play area benches/bins	04/11/2021		1. Unity Trust Bank		Lockable Wheelie Bin	ESE Direct	S	413.00	82.60	495.60
314	Office supplies	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon Services Europe	S	15.20	3.04	18.24
315	Street Light Costs	04/11/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	272.35	54.47	326.82
316	Play equipment Reserve	04/11/2021		1. Unity Trust Bank		Signage	Impact Signs	S	240.50	48.10	288.60
317	Risk Management	04/11/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
318	Annual Subscriptions	04/11/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	S	17.62	3.52	21.14
319	Other specialist fees	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	15.16		15.16
320	Other specialist fees	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	77.72		77.72
321	Travel expenses	04/11/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	16.20		16.20
322	Phone/Broadband charges	04/11/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
323	Office supplies	04/11/2021		1. Unity Trust Bank		Office Supplies	C Clouston	S	119.85	23.97	143.82
324	CE Expenditure	04/11/2021		1. Unity Trust Bank		Room hire	SVHMC	X	110.00		110.00
325	Office supplies	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	28.92	5.79	34.71
326	CE Expenditure	04/11/2021		1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	412.50	82.50	495.00
327	Travel expenses	04/11/2021		1. Unity Trust Bank		Travel Expenses	B Cooper	X	59.28		59.28
328	MW Consumables	04/11/2021		1. Unity Trust Bank		MW Tools and supplies	B Cooper	X	6.00		6.00
329	CE Expenditure	04/11/2021		1. Unity Trust Bank		Fitness Sessions	CrossFit DireWolf Ltd	X	150.00		150.00
330	Sundry items	10/11/2021		1. Unity Trust Bank		ID Badges	Impact Signs	S	15.00	3.00	18.00
331	Grounds maintenance	10/11/2021		1. Unity Trust Bank		Signage	Impact Signs	S	60.00	12.00	72.00
332	MW Consumables	10/11/2021		1. Unity Trust Bank		SPC Work wear	Impact Signs	S	50.00	10.00	60.00
333	Staffing Reserve	10/11/2021		1. Unity Trust Bank		MW Locum	M Besham	X	72.00		72.00
334	Phone/Broadband charges	22/11/2021		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	161.49	32.30	193.79
335	Grounds maintenance	22/11/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
336	Street Light Costs	22/11/2021		1. Unity Trust Bank		Overpayment	A&J Lighting	S	0.08		0.10
Total									17,548.89	605.18	18,154.07

This list excludes net salaries, PAYE & NI, full totals of which can be found in the Receipts and Payments Summary below

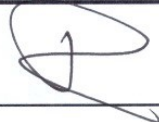
Stanway Parish Council

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

Date: 22/11/21

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

Date: _____

Bank Reconciliation at 22/11/2021			
	Cash in Hand 01/04/2021		179,045.53
	ADD		
	Receipts 01/04/2021 - 22/11/2021		301,178.56
			480,224.09
	SUBTRACT		
	Payments 01/04/2021 - 22/11/2021		188,688.31
A	Cash in Hand 22/11/2021 (per Cash Book)		291,535.78
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	22/11/2021	143,515.86
	3. Barclays Premium Savings A/C	19/10/2021	66,145.90
	2. Barclays Main C/A	19/10/2021	31,973.68
			303,717.73
	Less unrepresented payments		12,181.95
			291,535.78
	Plus unrepresented receipts		
B	Adjusted Bank Balance		291,535.78
A = B Checks out OK			

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

22 November 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	3.59	-121.41				-121.41 (-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	277,909.59	2,378.59				2,378.59 (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	53,315.30	34,684.70	34,684.70 (39%)
10	Home working allowance				864.00	576.00	288.00	288.00 (33%)
11	Pension contributions (total)				19,350.00	15,781.15	3,568.85	3,568.85 (18%)
12	Payroll Services				500.00	204.00	296.00	296.00 (59%)
13	Training - All				5,000.00	1,341.00	3,659.00	3,659.00 (73%)
14	Travel expenses				1,000.00	291.06	708.94	708.94 (70%)
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	405.00	8,595.00	8,595.00 (95%)
SUB TOTAL					124,239.00	71,983.51	52,255.49	52,255.49 (42%)

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	590.26	309.74	309.74 (34%)
18	Printer maintenance				1,200.00	685.90	514.10	514.10 (42%)
19	Councillor IT Support				1,200.00	792.00	408.00	408.00 (34%)
20	Phone/Broadband charges				1,200.00	1,524.64	-324.64	-324.64 (-27%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,032.80	717.20	717.20 (40%)
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	5,819.67	2,680.33	2,680.33 (31%)

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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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		(0%)
SUB TOTAL	2,698.00	1,948.00	750.00	750.00 (27%)

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	1,869.34	-94.34	-94.34 (-5%)
38 Bank charges				150.00	121.45	28.55	28.55 (19%)
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	92.88	407.12	407.12 (81%)
74 Sundry items				54.00	69.18	-15.18	-15.18 (-28%)
92 Risk Management				1,500.00	346.59	1,153.41	1,153.41 (76%)
SUB TOTAL		3,298.33	3,298.33	16,754.00	5,174.05	11,579.95	14,878.28 (88%)

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	455.50	49,544.50	49,544.50 (99%)
30 Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31 Grounds maintenance				10,750.00	7,530.45	3,219.55	3,219.55 (29%)
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	413.00	87.00	87.00 (17%)
42 Pest control				500.00	265.00	235.00	235.00 (47%)
52 MW Consumables				750.00	1,612.99	-862.99	-862.99 (-115%)
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	39,464.07	60,485.93	60,485.93 (60%)

Stanway Parish Council
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22 November 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				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	3,253.03	2,046.97	2,046.97 (38%)
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	6,320.92	11,229.08	11,229.08 (63%)

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	3,395.00	-605.00				-605.00 (-15%)
56 Tree sponsorship	10.00	430.00	420.00				420.00 (4200%)
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	3,825.00	-185.00	14,500.00	13,598.33	901.67	716.67 (3%)

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	16,000.00		(0%)
80 Interest payments				6,800.00	6,586.00	214.00	214.00 (3%)

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

22 November 2021 (2021-2022)

SUB TOTAL		22,800.00	22,586.00	214.00	214.00 (0%)
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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	2,276.27	2,223.73	2,223.73 (49%)
SUB TOTAL		500.00		-500.00	4,500.00	2,276.27	2,223.73	1,723.73 (34%)

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	285,032.92	4,991.92	325,991.00	175,367.35	150,623.65	155,615.57 (25%)
V.A.T.		16,145.64			13,320.96		
GROSS TOTAL		301,178.56			188,688.31		