

RFO REPORT

4 December 2021 (2021-2022)

Stanway Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
340	04/12/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.00		8.00
341	04/12/2021		1. Unity Trust Bank	Standing Order	Telephone & Broadband	New Star Networks Ltd	S	160.67	32.13	192.80
342	04/12/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
343	04/12/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
344	04/12/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
345	04/12/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
350	04/12/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
351	04/12/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
352	04/12/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
353	04/12/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,569.25		1,569.25
355	04/12/2021		1. Unity Trust Bank		Refreshments	D Bloomfield	X	95.00		95.00
356	04/12/2021		1. Unity Trust Bank		Office Supplies	Donna Tristram	S	5.83	1.17	7.00
357	04/12/2021		1. Unity Trust Bank		Postage	Donna Tristram	E	10.26		10.26
358	04/12/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	Z	156.12		156.12
359	04/12/2021		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	36.80		36.80
360	04/12/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	18.00		18.00
361	04/12/2021		1. Unity Trust Bank		Postage	C Clouston	E	0.66		0.66
362	04/12/2021		1. Unity Trust Bank		Quiz Night Prizes/Materials	C Clouston	X	3.00		3.00
363	04/12/2021		1. Unity Trust Bank		Quiz Night Prizes/Materials	C Clouston	S	21.95	4.39	26.34
364	04/12/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
365	04/12/2021		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
366	04/12/2021		1. Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.83	5.00
367	04/12/2021		1. Unity Trust Bank		Room hire	SVHMC	X	36.00		36.00
368	04/12/2021		1. Unity Trust Bank		Grant	Ability using Sport	X	500.00		500.00
369	04/12/2021		1. Unity Trust Bank		Bus shelter repairs	Colne Contracts	S	2,180.00	436.00	2,616.00
370	04/12/2021		1. Unity Trust Bank		Machinery Service	Ernest Doe	S	82.99	16.60	99.59
371	04/12/2021		1. Unity Trust Bank		Machinery Service	Ernest Doe	S	170.04	34.02	204.06
372	04/12/2021		1. Unity Trust Bank		Signage	Impact Signs	S	100.00	20.00	120.00
373	04/12/2021		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	15.08	3.02	18.10
374	04/12/2021		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	39.77	7.95	47.72
375	04/12/2021		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	26.72	5.34	32.06
376	04/12/2021		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	130.43	26.09	156.52
377	04/12/2021		1. Unity Trust Bank		Key cutting	ESE Direct	S	24.40	4.88	29.28
378	04/12/2021		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,325.04	245.01	1,470.05
379	04/12/2021		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	78.00		78.00
380	04/12/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
381	04/12/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
382	04/12/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Services	X	350.00		350.00
383	04/12/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	90.00	18.00	108.00
384	04/12/2021		1. Unity Trust Bank		Training materials	EALC	S	8.50	0.60	9.10
385	04/12/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	179.95	35.99	215.94
386	04/12/2021		1. Unity Trust Bank		Poppy Wreath	British Legion	X	300.86		300.86
387	04/12/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	32.27	6.46	38.73
388	04/12/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	12.20	2.44	14.64
Total								9,026.52	1,055.00	10,081.52

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: 4/12/21

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

Date: _____

Bank Reconciliation at 04/12/2021			
	Cash in Hand 01/04/2021		179,045.53
	ADD Receipts 01/04/2021 - 04/12/2021		311,559.82
	SUBTRACT Payments 01/04/2021 - 04/12/2021		490,605.35
			204,145.35
A	Cash in Hand 04/12/2021 (per Cash Book)		286,460.00
	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 04/12/2021	153,897.06	
	3. Barclays Premium Savings A/C 19/11/2021	66,145.90	
	2. Barclays Main C/A 19/11/2021	31,773.39	
			313,898.64
	Less unrepresented payments		27,438.64
			286,460.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		286,460.00
	A = B Checks out OK		

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

4 December 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		12,600.00	12,600.00				12,600.00 (N/A)
6	Interest Income	125.00	3.65	-121.35				-121.35 (-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	288,009.65	12,478.65				12,478.65 (4%)

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	58,633.82	29,366.18	29,366.18 (33%)
10	Home working allowance				864.00	630.00	234.00	234.00 (27%)
11	Pension contributions (total)				19,350.00	17,350.40	1,999.60	1,999.60 (10%)
12	Payroll Services				500.00	204.00	296.00	296.00 (59%)
13	Training - All				5,000.00	1,439.50	3,560.50	3,560.50 (71%)
14	Travel expenses				1,000.00	366.02	633.98	633.98 (63%)
15	Stationery - Councillors				325.00		325.00	325.00 (100%)
75	Chairman's Allowance				200.00	165.00	35.00	35.00 (17%)
82	Staffing Reserve				9,000.00	405.00	8,595.00	8,595.00 (95%)
SUB TOTAL					124,239.00	79,193.74	45,045.26	45,045.26 (36%)

C - Admin - Office/IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	65.81	134.19	134.19 (67%)
17	Office supplies				900.00	640.56	259.44	259.44 (28%)
18	Printer maintenance				1,200.00	843.05	356.95	356.95 (29%)
19	Councillor IT Support				1,200.00	891.00	309.00	309.00 (25%)
20	Phone/Broadband charges				1,200.00	1,695.31	-495.31	-495.31 (-41%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,161.90	588.10	588.10 (33%)
23	IT/PA System Reserve				1,000.00	641.18	358.82	358.82 (35%)
78	Room Hire				250.00	166.00	84.00	84.00 (33%)
SUB TOTAL					8,500.00	6,529.81	1,970.19	1,970.19 (23%)

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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All Cost Centres and Codes

4 December 2021 (2021-2022)

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	129.45	20.55	20.55 (13%)
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	249.00	251.00	251.00 (50%)
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	5,338.17	11,415.83	14,714.16 (87%)

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	258.01	491.99	491.99 (65%)
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	8,547.85	2,202.15	2,202.15 (20%)
32 Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33 Tree maintenance				5,000.00	3,130.00	1,870.00	1,870.00 (37%)
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	1,672.01	-922.01	-922.01 (-122%)
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	41,143.52	58,806.48	58,806.48 (58%)

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

4 December 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	2,530.00	470.00	470.00 (15%)
49	Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50	Street Light Costs				5,300.00	3,560.28	1,739.72	1,739.72 (32%)
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	2,461.74	2,538.26	2,538.26 (50%)
96	Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					17,550.00	10,033.21	7,516.79	7,516.79 (42%)

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	1,850.86	7,649.14	7,649.14 (80%)
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	2,675.86	6,824.14	6,824.14 (71%)

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

4 December 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	281.20	-218.80				-218.80 (-43%)
54	CE Expenditure				4,500.00	2,301.22	2,198.78	2,198.78 (48%)
SUB TOTAL		500.00	281.20	-218.80	4,500.00	2,301.22	2,198.78	1,979.98 (39%)

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	295,414.18	15,373.18	325,991.00	189,769.39	136,221.61	151,594.79 (25%)
V.A.T.		16,145.64			14,375.96		
GROSS TOTAL		311,559.82			204,145.35		