

RFO REPORT

6 January 2022 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
392	06/01/2022		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	162.74	32.55	195.29
393	06/01/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
394	06/01/2022		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
395	06/01/2022		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
401	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
402	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	L Needham	X	18.00		18.00
403	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
404	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
406	06/01/2022		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,635.14		2,635.14
407	06/01/2022		1. Unity Trust Bank		Land Registry Fees	Donna Tristram	X	18.00		18.00
408	06/01/2022		1. Unity Trust Bank		Councillor/staff training	Donna Tristram	S	120.00	24.00	144.00
409	06/01/2022		1. Unity Trust Bank		Reference books	Donna Tristram	S	51.50	0.80	52.30
410	06/01/2022		1. Unity Trust Bank		Stationery	Donna Tristram	S	3.22	0.64	3.86
411	06/01/2022		1. Unity Trust Bank		Specialist fees	Donna Tristram	S	236.25	47.25	283.50
412	06/01/2022		1. Unity Trust Bank		Specialist fees	Donna Tristram	S	16.80	3.36	20.16
413	06/01/2022		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	7.20		7.20
414	06/01/2022		1. Unity Trust Bank		Councillor/staff training	L Needham	S	120.00	24.00	144.00
415	06/01/2022		1. Unity Trust Bank		MW Tools and supplies	Ernest Doe	S	208.97	41.79	250.76
416	06/01/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	175.95	35.19	211.14
417	06/01/2022		1. Unity Trust Bank		IT Support	I.T. Saint	S	105.98	21.20	127.18
418	06/01/2022		1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	412.50	82.50	495.00
419	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	350.00		350.00
420	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	100.00		100.00
421	06/01/2022		1. Unity Trust Bank		Councillor/staff training	Dines Agri Services	X	100.00		100.00
422	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	79.99		79.99
423	06/01/2022		1. Unity Trust Bank		New bus shelter	The Shed Man	S	500.00	100.00	600.00
424	06/01/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
Total								5,901.64	498.36	6,400.00

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: 6/1/22

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

Date: _____

Bank Reconciliation at 06/01/2022		
	Cash in Hand 01/04/2021	179,045.53
	ADD Receipts 01/04/2021 - 06/01/2022	311,561.47
		490,607.00
	SUBTRACT Payments 01/04/2021 - 06/01/2022	222,853.45
A	Cash in Hand 06/01/2022 (per Cash Book)	267,753.55
	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 06/01/2022	134,625.18
	3. Barclays Premium Savings A/C 17/12/2021	66,147.55
	2. Barclays Main C/A 17/12/2021	20,561.39
		283,416.41
	Less unrepresented payments	15,662.86
		267,753.55
	Plus unrepresented receipts	
B	Adjusted Bank Balance	267,753.55
	A = B Checks out OK	

Stanway Parish Council

6 January 2022 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes

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	5.30	-119.70				-119.70 (-95%)
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	288,011.30	12,480.30				12,480.30 (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	67,595.82	20,404.18	20,404.18 (23%)
10	Home working allowance				864.00	702.00	162.00	162.00 (18%)
11	Pension contributions (total)				19,350.00	19,985.54	-635.54	-635.54 (-3%)
12	Payroll Services				500.00	204.00	296.00	296.00 (59%)
13	Training - All				5,000.00	1,849.50	3,150.50	3,150.50 (63%)
14	Travel expenses				1,000.00	373.22	626.78	626.78 (62%)
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	549.00	8,451.00	8,451.00 (93%)
SUB TOTAL					124,239.00	91,424.08	32,814.92	32,814.92 (26%)

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	643.78	256.22	256.22 (28%)
18	Printer maintenance				1,200.00	843.05	356.95	356.95 (29%)
19	Councillor IT Support				1,200.00	990.00	210.00	210.00 (17%)
20	Phone/Broadband charges				1,200.00	1,858.05	-658.05	-658.05 (-54%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,291.00	459.00	459.00 (26%)
23	IT/PA System Reserve				1,000.00	747.16	252.84	252.84 (25%)
78	Room Hire				250.00	166.00	84.00	84.00 (33%)
SUB TOTAL					8,500.00	7,029.85	1,470.15	1,470.15 (17%)

D - Admin - Audit & Accountin

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

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

6 January 2022 (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	163.65	-13.65	-13.65 (-9%)
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	520.05	-20.05	-20.05 (-4%)
74 Sundry items				54.00	120.68	-66.68	-66.68 (-123%)
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	5,694.92	11,059.08	14,357.41 (85%)

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	9,077.84	1,672.16	1,672.16 (15%)
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	1,880.98	-1,130.98	-1,130.98 (-150%)
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	41,882.48	58,067.52	58,067.52 (58%)

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

6 January 2022 (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	5,670.00	-2,670.00	-2,670.00 (-89%)
49	Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50	Street Light Costs				5,300.00	3,863.45	1,436.55	1,436.55 (27%)
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	13,476.38	4,073.62	4,073.62 (23%)

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					1,650.00	-1,650.00	-1,650.00 (N/A)
SUB TOTAL					9,500.00	3,500.86	5,999.14	5,999.14 (63%)

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

6 January 2022 (2021-2022)

SUB TOTAL					22,800.00	22,586.00	214.00	214.00 (0%)
N - Comm Services - Events								
		Receipts			Payments			Net Position
Code	Title	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	1,888.72	2,611.28	2,611.28 (58%)
SUB TOTAL		500.00	281.20	-218.80	4,500.00	1,888.72	2,611.28	2,392.48 (47%)
O. Comm Services- Services								
		Receipts			Payments			Net Position
Code	Title	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	295,415.83	15,374.83	325,991.00	207,451.15	118,539.85	133,914.68 (22%)
V.A.T.			16,145.64			15,402.30		
GROSS TOTAL			311,561.47			222,853.45		