

# FINANCE REPORT

4 February 2022 (2021-2022)

## Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
431 MW Consumables	31/01/2022		1. Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.84	5.01
432 Travel expenses	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
433 Travel expenses	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
434 Tree maintenance	31/01/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	360.00		360.00
435 Vehicle lease	31/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
436 Training - All	31/01/2022		1. Unity Trust Bank		Councillor/staff training	Colchester Regional Agricultu	S	50.00	10.00	60.00
437 Vehicle lease	31/01/2022		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	103.80		103.80
438 Workshop/store	31/01/2022		1. Unity Trust Bank		Shed Roller Shutter	Hollington Doors	S	120.00	24.00	144.00
439 Play equipment Reserve	31/01/2022		1. Unity Trust Bank		Play Areas Annual Inspections	Wicksteed Leisure Limited	S	120.00	24.00	144.00
441 Street lighting electricity	01/02/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,263.94	252.79	1,516.73
442 Payroll Services	01/02/2022		1. Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	107.00	21.40	128.40
444 Street Light Costs	01/02/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
445 Office IT Support	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
446 Office IT Support	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
440 Bank charges	01/02/2022		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.00		8.00
447 Office supplies	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	16.25	3.25	19.50
448 Office supplies	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	8.56	1.71	10.27
449 MW Consumables	02/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	68.71	13.74	82.45
450 MW Consumables	02/02/2022		1. Unity Trust Bank		Fuel - Machinery	D Lines	S	36.06	7.21	43.27
456 MW Consumables	03/02/2022		1. Unity Trust Bank		MW Tools and supplies	B Cooper	S	249.98	50.00	299.98
457 MW Consumables	04/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	19.72	3.94	23.66
<b>Total</b>								<b>3,176.91</b>	<b>483.96</b>	<b>3,660.87</b>

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

## Stanway Parish Council

Prepared by: LEE NEEDHAM, FINANCE OFFICERDate: 4 FEB 2022

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

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

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 04/02/2022</b>			
	Cash in Hand 01/04/2021			179,045.53
	<b>ADD</b>			
	Receipts 01/04/2021 - 04/02/2022			313,266.58
				492,312.11
	<b>SUBTRACT</b>			
	Payments 01/04/2021 - 04/02/2022			239,783.00
<b>A</b>	<b>Cash in Hand 04/02/2022</b> (per Cash Book)			<b>252,529.11</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	02/02/2022	119,116.31	
	3. Barclays Premium Savings A/C	19/01/2022	66,147.55	
	2. Barclays Main C/A	19/01/2022	20,552.80	
				<b>267,898.95</b>
	Less unrepresented payments			15,369.84
				252,529.11
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>252,529.11</b>
	<b>A = B Checks out OK</b>			

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

4 February 2022 (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	1,500.00	1,000.00				1,000.00 (200%)
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	5.41	-119.59				-119.59 (-95%)
7	LCTS Grant	4,759.00	4,760.00	1.00				1.00 (0%)
77	Miscellaneous							(N/A)
85	VAT Refund							(N/A)
<b>SUB TOTAL</b>		<b>275,531.00</b>	<b>289,011.41</b>	<b>13,480.41</b>				<b>13,480.41 (4%)</b>

**B - Admin - Personnel**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries, PAYE & NI (all)				82,500.00	76,339.94	6,160.06	6,160.06 (7%)
10	Home working allowance				864.00	774.00	90.00	90.00 (10%)
11	Pension contributions (total)				24,850.00	22,559.53	2,290.47	2,290.47 (9%)
12	Payroll Services				500.00	311.00	189.00	189.00 (37%)
13	Training - All				5,000.00	2,459.50	2,540.50	2,540.50 (50%)
14	Travel expenses				1,000.00	413.54	586.46	586.46 (58%)
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%)
<b>SUB TOTAL</b>					<b>124,239.00</b>	<b>103,571.51</b>	<b>20,667.49</b>	<b>20,667.49 (16%)</b>

**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	668.59	231.41	231.41 (25%)
18	Printer maintenance				1,200.00	898.93	301.07	301.07 (25%)
19	Councillor IT Support				1,200.00	990.00	210.00	210.00 (17%)
20	Phone/Broadband charges				2,300.00	1,858.05	441.95	441.95 (19%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,519.10	230.90	230.90 (13%)
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%)
<b>SUB TOTAL</b>					<b>9,600.00</b>	<b>7,338.64</b>	<b>2,261.36</b>	<b>2,261.36 (23%)</b>

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

4 February 2022 (2021-2022)

**D - Admin - Audit & Accountin**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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%)
<b>SUB TOTAL</b>					<b>2,698.00</b>	<b>1,948.00</b>	<b>750.00</b>	<b>750.00 (27%)</b>

**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	180.35	-30.35	-30.35 (-20%)
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				400.00	346.59	53.41	53.41 (13%)
<b>SUB TOTAL</b>			<b>3,298.33</b>	<b>3,298.33</b>	<b>15,654.00</b>	<b>5,711.62</b>	<b>9,942.38</b>	<b>13,240.71 (84%)</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				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	575.50	49,424.50	49,424.50 (98%)
30	Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31	Grounds maintenance				10,750.00	9,802.84	947.16	947.16 (8%)
32	Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33	Tree maintenance				5,000.00	3,490.00	1,510.00	1,510.00 (30%)
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				2,250.00	2,259.62	-9.62	-9.62 (-0%)
90	Safety Inspections				500.00		500.00	500.00 (100%)
94	Vehicle lease				200.00	348.80	-148.80	-148.80 (-74%)
95	Workshop/store				5,000.00	4,739.00	261.00	261.00 (5%)

**Stanway Parish Council**  
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4 February 2022 (2021-2022)

<b>SUB TOTAL</b>	<b>103,450.00</b>	<b>43,934.92</b>	<b>59,515.08</b>	<b>59,515.08 (57%)</b>
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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				5,700.00	5,670.00	30.00	30.00 (0%)
49	Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50	Street Light Costs				5,300.00	4,359.75	940.25	940.25 (17%)
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	3,725.68	1,274.32	1,274.32 (25%)
96	Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>					<b>20,250.00</b>	<b>15,236.62</b>	<b>5,013.38</b>	<b>5,013.38 (24%)</b>

**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	1,888.72	2,611.28	2,611.28 (58%)
<b>SUB TOTAL</b>		<b>500.00</b>	<b>281.20</b>	<b>-218.80</b>	<b>4,500.00</b>	<b>1,888.72</b>	<b>2,611.28</b>	<b>2,392.48 (47%)</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	4,000.00	4,100.00	100.00				100.00 (2%)
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%)
<b>SUB TOTAL</b>		<b>4,010.00</b>	<b>4,530.00</b>	<b>520.00</b>	<b>14,500.00</b>	<b>13,598.33</b>	<b>901.67</b>	<b>1,421.67 (7%)</b>

**L - Comm Services - Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	s137/1972				7,850.00	1,850.86	5,999.14	5,999.14 (76%)
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		(0%)
<b>SUB TOTAL</b>					<b>9,500.00</b>	<b>3,500.86</b>	<b>5,999.14</b>	<b>5,999.14 (63%)</b>

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

4 February 2022 (2021-2022)

**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%)
<b>SUB TOTAL</b>					<b>22,800.00</b>	<b>22,586.00</b>	<b>214.00</b>	<b>214.00 (0%)</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				2,500.00	2,271.53	228.47	228.47 (9%)
<b>SUB TOTAL</b>					<b>4,000.00</b>	<b>3,771.53</b>	<b>228.47</b>	<b>228.47 (5%)</b>

**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%)
<b>SUB TOTAL</b>					<b>1,000.00</b>	<b>650.00</b>	<b>350.00</b>	<b>350.00 (35%)</b>

**Summary**

<b>NET TOTAL</b>	<b>280,041.00</b>	<b>297,120.94</b>	<b>17,079.94</b>	<b>332,191.00</b>	<b>223,736.75</b>	<b>108,454.25</b>	<b>125,534.19 (20%)</b>
<b>V.A.T.</b>		16,145.64			16,046.25		
<b>GROSS TOTAL</b>		<b>313,266.58</b>			<b>239,783.00</b>		