

RFO Report Item 18 iii) - Annual Subscriptions

Essex Association of Local Councils	£1,170.18
Society of Local Council Clerks (Clerk)	£227.00
Society of Local Council Clerks (Deputy Clerk)	£192.00
Information Commissioner's Office	£35.00
Rural Community Council of Essex	£115.00
Colchester Association of Local Councils	£35.00
Institute of Crematorium and Cemetery Management	£95.00

Item 18 iv & v

Stanway Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71	25/05/2021		Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	157.43	31.49	188.92
72	25/05/2021		Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
73	25/05/2021		Unity Trust Bank		Insurance	Came & Co	X	2,256.53	0.00	2,256.53
74	25/05/2021		Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
75	25/05/2021		Unity Trust Bank		Grounds Maintenance	TBS Hygiene Ltd	S	185.00	37.00	222.00
76	25/05/2021	CA April	Unity Trust Bank		Building survey	Derrick Wade Waters	S	1,500.00	300.00	1,800.00
77	25/05/2021		Unity Trust Bank		Streetlight replacement	ABJ Lighting	S	130.95	26.19	157.14
78	25/05/2021		Unity Trust Bank		Travel Expenses	C Clouston	X	36.36	0.00	36.36
79	25/05/2021		Unity Trust Bank		Postage	C Clouston	E	3.79	0.00	3.79
80	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	50.00	0.00	50.00
81	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	20.00	0.00	20.00
82	25/05/2021		Unity Trust Bank		Web Camera	C Clouston	S	79.16	15.83	94.99
83	25/05/2021		Unity Trust Bank		Stationery + Printing	C Clouston	S	13.54	2.71	16.25
84	25/05/2021		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
85	25/05/2021		Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00	0.00	10.00
86	25/05/2021		Unity Trust Bank		Ink cartridge	Amazon Business	S	93.33	18.66	111.99
87	25/05/2021		Unity Trust Bank		Travel Expenses	B Cooper	X	30.72	0.00	30.72
88	25/05/2021		Unity Trust Bank		Fuel - Machinery	B Cooper	S	5.00	1.00	6.00
Total								5,153.80	449.28	5,603.08

A	<p>Bank Reconciliation at 25/05/2021</p> <p>Cash in Hand 01/04/2021</p> <p>ADD Receipts 01/04/2021 - 25/05/2021</p> <p>SUBTRACT Payments 01/04/2021 - 25/05/2021</p> <p>Cash in Hand 25/05/2021 (per Cash Book)</p>		<p align="right">179,045.53</p> <hr/> <p align="right">140,003.06</p> <hr/> <p align="right">319,048.59</p> <hr/> <p align="right">36,864.56</p> <hr/> <p align="right">282,184.03</p>
B	<p>Cash in hand per Bank Statements</p> <p>Cash 11/04/2021 0.00</p> <p>Nationwide 419-95 01/04/2021 31,054.86</p> <p>Nationwide 427-45 01/04/2021 31,027.43</p> <p>Unity Trust Bank 25/05/2021 137,187.85</p> <p>Barclays Premium Savings A/C 19/04/2021 66,142.60</p> <p>Barclays Main C/A 19/04/2021 22,537.21</p> <p>Less unrepresented payments</p> <p>Plus unrepresented receipts</p> <p>Adjusted Bank Balance</p>		<p align="right">287,949.95</p> <hr/> <p align="right">6,216.92</p> <hr/> <p align="right">281,733.03</p> <hr/> <p align="right">451.00</p> <hr/> <p align="right">282,184.03</p>

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

25 May 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	135,073.00	-135,073				-135,073 (-50%)
2	Wayleaves	1.00		-1				-1 (-100%)
3	CBC Grants - General	500.00	250.00	-250				-250 (-50%)
4	CBC Grants - CIL, s106, etc..							(N/A)
5	Other Grants							(N/A)
6	Interest Income	125.00	0.06	-125				-125 (-99%)
7	LCTS Grant	4,759.00	2,380.00	-2,379				-2,379 (-49%)
77	Miscellaneous							(N/A)
85	VAT Refund							(N/A)
SUB TOTAL		275,531.00	137,703.06	-137,828				-137,828 (-50%)

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	13,092.90	74,907	74,907 (85%)
10	Home working allowance				864.00	144.00	720	720 (83%)
11	Pension contributions (total)				19,350.00	3,893.76	15,456	15,456 (79%)
12	Payroll Services				500.00		500	500 (100%)
13	Training - All				1,400.00	475.00	925	925 (66%)
14	Travel expenses				1,000.00	74.46	926	926 (92%)
15	Stationery - Councillors				325.00		325	325 (100%)
75	Chairman's Allowance				200.00	70.00	130	130 (65%)
82	Staffing Reserve				17,300.00		17,300	17,300 (100%)
SUB TOTAL					128,939.00	17,750.12	111,189	111,189 (86%)

C - Admin - Office/IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	14.08	186	186 (92%)
17	Office supplies				900.00	106.87	793	793 (88%)
18	Printer maintenance				1,200.00	129.68	1,070	1,070 (89%)
19	Councillor IT Support				1,200.00	198.00	1,002	1,002 (83%)
20	Phone/Broadband charges				1,200.00	493.59	706	706 (58%)
21	Website Maintenance				800.00		800	800 (100%)
22	Office IT Support				1,750.00	258.20	1,492	1,492 (85%)
23	IT/PA System Reserve				1,000.00	627.02	373	373 (37%)
78	Room Hire				250.00	52.00	198	198 (79%)
SUB TOTAL					8,500.00	1,879.44	6,621	6,621 (77%)

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

25 May 2021 (2021-2022)

24 Internal Audit Fees		1,450.00		1,450	1,450 (100%)
25 External Audit Fees		600.00		600	600 (100%)
26 Accounting software fees		648.00		648	648 (100%)
SUB TOTAL		2,698.00		2,698	2,698 (100%)

E - Admin - Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Insurance				1,925.00	2,256.53	-332	-332 (-17%)
37	Annual Subscriptions				1,775.00	1,383.22	392	392 (22%)
38	Bank charges				150.00	12.35	138	138 (91%)
39	Election Reserve				500.00		500	500 (100%)
40	Legal Fees Reserve				1,000.00		1,000	1,000 (100%)
41	Other specialist fees				500.00		500	500 (100%)
74	Sundry items				54.00	19.93	34	34 (63%)
92	Risk Management				1,500.00	23.98	1,476	1,476 (98%)
SUB TOTAL					7,404.00	3,696.01	3,708	3,708 (50%)

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				1,250.00		1,250	1,250 (100%)
28	Car Park repairs				5,000.00		5,000	5,000 (100%)
29	Play equipment Reserve				50,000.00		50,000	50,000 (100%)
30	Play area signs				500.00		500	500 (100%)
31	Grounds maintenance				10,750.00	3,395.00	7,355	7,355 (68%)
32	Play area bark				1,000.00		1,000	1,000 (100%)
33	Tree maintenance				5,000.00	650.00	4,350	4,350 (87%)
34	Youth Pod / Outdoor Gym				1,000.00		1,000	1,000 (100%)
35	Play area benches/bins				500.00		500	500 (100%)
42	Pest control				500.00	120.00	380	380 (76%)
52	MW Consumables				750.00	248.50	502	502 (66%)
90	Safety Inspections				500.00		500	500 (100%)
94	Vehicle lease				200.00		200	200 (100%)
95	Workshop/store				200.00	2,629.00	-2,429	-2,429 (-1214%)
SUB TOTAL					77,150.00	7,042.50	70,108	70,108 (90%)

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

25 May 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				500.00	350.00	150	150 (30%)
49 Notice Board Reserve				250.00		250	250 (100%)
50 Street Light Costs				5,300.00	647.45	4,653	4,653 (87%)
51 Street Light Reserve				2,000.00		2,000	2,000 (100%)
81 Street signs etc				500.00		500	500 (100%)
84 Street lighting electricity				5,000.00		5,000	5,000 (100%)
96 Footpath Reserve				1,500.00		1,500	1,500 (100%)
SUB TOTAL				15,050.00	997.45	14,053	14,053 (93%)

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	-1,500 (N/A)
88 Contingency Reserve				1,000.00		1,000	1,000 (100%)
SUB TOTAL				1,000.00	1,500.00	-500	-500 (-50%)

J - Comm Assets - Burial Gds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Burial Ground Income	1,000.00	2,200.00	1,200				1,200 (120%)
56 Tree sponsorship	10.00	100.00	90				90 (900%)
57 BG Maintenance				1,500.00	708.33	792	792 (52%)
58 BG Reserve				500.00		500	500 (100%)
SUB TOTAL	1,010.00	2,300.00	1,290	2,000.00	708.33	1,292	2,582 (85%)

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		9,500	9,500 (100%)
71 s106 expenditure							(N/A)
72 Other grants							(N/A)
73 CIL Grant expenditure							(N/A)
93 s19 (3) MPA 1976							(N/A)
SUB TOTAL				9,500.00		9,500	9,500 (100%)

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	16,000 (100%)
80 Interest payments				6,800.00		6,800	6,800 (100%)

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

25 May 2021 (2021-2022)

SUB TOTAL		22,800.00	22,800	22,800 (100%)
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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				-500 (-100%)
54	CE Expenditure				1,000.00	1,137.78	-138	-138 (-13%)
SUB TOTAL		500.00		-500	1,000.00	1,137.78	-138	-638 (-42%)

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		1,000	1,000 (100%)
SUB TOTAL					1,000.00		1,000	1,000 (100%)

Summary

NET TOTAL	277,041.00	140,003.06	-137,038	277,041.00	34,711.63	242,329	105,291 (19%)
V.A.T.		0.00			2,152.93		
GROSS TOTAL		140,003.06			36,864.56		

List of payments since last Council meeting (excluding salaries)

25 May 2021 (2021-2022)

Stanway Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	Bank charges	10/05/2021		Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.00	0.00	6.00
51	Printer maintenance	10/05/2021		Barclays Main C/A	Direct Debit	Printer lease	BNP Paribas	S	120.00	24.00	144.00
52	Street Light Costs	10/05/2021		Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
53	Councillor IT Support	10/05/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
54	Office IT Support	10/05/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
60	Home working allowance	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00
61	Home working allowance	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00	0.00	18.00
62	Home working allowance	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00
63	Home working allowance	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00
65	Pension contributions (total)	10/05/2021		Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,946.88	0.00	1,946.88
66	Grounds maintenance	10/05/2021		Unity Trust Bank		Signage	SignAce	S	1,990.00	398.00	2,388.00
67	CE Expenditure	10/05/2021		Unity Trust Bank		Certificates of Appreciation	Green Square Comms	Z	120.00	0.00	120.00
68	CE Expenditure	10/05/2021		Unity Trust Bank		Stanway Guides	Green Square Comms	Z	950.00	0.00	950.00
69	Sundry items	10/05/2021		Unity Trust Bank		Office Kettle	Amazon Business	S	19.93	3.99	23.92
70	MW Consumables	10/05/2021		Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	0.00	0.00	0.00
71	Phone/Broadband charges	25/05/2021		Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	157.43	31.49	188.92
72	Grounds maintenance	25/05/2021		Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
73	Insurance	25/05/2021		Unity Trust Bank		Insurance	Came & Co	X	2,256.53	0.00	2,256.53
74	Training - All	25/05/2021		Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
75	Grounds maintenance	25/05/2021		Unity Trust Bank		Grounds Maintenance	TBS Hygiene Ltd	S	185.00	37.00	222.00
76	Architectural and other fees	25/05/2021	CA April	Unity Trust Bank		Building survey	Derrick Wade Waters	S	1,500.00	300.00	1,800.00
77	Street Light Costs	25/05/2021		Unity Trust Bank		Streetlight replacement	A&J Lighting	S	130.95	26.19	157.14
78	Travel expenses	25/05/2021		Unity Trust Bank		Travel Expenses	C Clouston	X	36.36	0.00	36.36
79	Postage	25/05/2021		Unity Trust Bank		Postage	C Clouston	E	3.79	0.00	3.79
80	Chairman's Allowance	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	50.00	0.00	50.00
81	Chairman's Allowance	25/05/2021		Unity Trust Bank		Gift voucher	C Clouston	X	20.00	0.00	20.00
82	IT/PA System Reserve	25/05/2021		Unity Trust Bank		Web Camera	C Clouston	S	79.16	15.83	94.99
83	Office supplies	25/05/2021		Unity Trust Bank		Stationery + Printing	C Clouston	S	13.54	2.71	16.25
84	Risk Management	25/05/2021		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
85	Phone/Broadband charges	25/05/2021		Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00	0.00	10.00
86	Office supplies	25/05/2021		Unity Trust Bank		Ink cartridge	Amazon Business	S	93.33	18.66	111.99
87	Travel expenses	25/05/2021		Unity Trust Bank		Travel Expenses	B Cooper	X	30.72	0.00	30.72
88	MW Consumables	25/05/2021		Unity Trust Bank		Fuel - Machinery	B Cooper	S	5.00	1.00	6.00
Total									10,734.01	946.35	11,680.36