

RFO REPORT

3 September 2021 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
205	10/08/2021		1. Unity Trust Bank		Website Maintenance	2commune	S	425.00	85.00	510.00
206	23/08/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
207	29/08/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.00	0.00	6.00
208	02/09/2021		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	172.99	34.60	207.59
209	02/09/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
210	02/09/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
216	02/09/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00
217	02/09/2021		1. Unity Trust Bank		HW Allowance	D Lines	X	18.00	0.00	18.00
218	02/09/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00
219	02/09/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00
220	02/09/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,842.47	0.00	1,842.47
222	02/09/2021		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	10.80	0.00	10.80
223	02/09/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
224	02/09/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	28.80	0.00	28.80
225	02/09/2021		1. Unity Trust Bank		Postage	C Clouston	E	13.35	0.00	13.35
226	02/09/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00	0.00	10.00
227	02/09/2021		1. Unity Trust Bank		Postage	D Lines	E	2.25	0.00	2.25
228	02/09/2021		1. Unity Trust Bank		Printer supplies	D Lines	S	156.57	31.31	187.88
229	02/09/2021		1. Unity Trust Bank		Postage	A Ward	E	7.92	0.00	7.92
230	02/09/2021		1. Unity Trust Bank		MW Locum	M Basham	X	144.00	0.00	144.00
231	02/09/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	369.00	73.80	442.80
232	02/09/2021		1. Unity Trust Bank		Wasp control	Royds Services	X	55.00	0.00	55.00
233	02/09/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Services	X	300.00	0.00	300.00
234	02/09/2021		1. Unity Trust Bank		Grounds Maintenance	TBS Hygiene Ltd	S	225.00	45.00	270.00
Total								4,605.22	322.52	4,927.74

This list excludes net salaries, PAYE & NI, totalling £6226.04

A	Bank Reconciliation at 03/09/2021			
	Cash in Hand 01/04/2021			179,045.53
	ADD			
	Receipts 01/04/2021 - 03/09/2021			146,678.15
				325,723.68
	SUBTRACT			
	Payments 01/04/2021 - 03/09/2021			140,058.07
	Cash in Hand 03/09/2021 (per Cash Book)			185,665.61
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	03/09/2021	51,733.83	
	3. Barclays Premium Savings A/C	19/08/2021	66,144.25	
	2. Barclays Main C/A	19/08/2021	15,842.62	
				195,802.99
	Less unrepresented payments			10,137.38
				185,665.61
Plus unrepresented receipts			0.00	
	Adjusted Bank Balance			185,665.61

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

3 September 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		2,500.00	2,500				2,500 (N/A)
6 Interest Income	125.00	1.82	-123				-123 (-98%)
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	140,204.82	-135,326				-135,326 (-49%)

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	38,987.89	49,012	49,012 (55%)
10 Home working allowance				864.00	432.00	432	432 (50%)
11 Pension contributions (total)				19,350.00	11,576.87	7,773	7,773 (40%)
12 Payroll Services				500.00	102.00	398	398 (79%)
13 Training - All				5,000.00	639.00	4,361	4,361 (87%)
14 Travel expenses				1,000.00	192.18	808	808 (80%)
15 Stationery - Councillors				325.00		325	325 (100%)
75 Chairman's Allowance				200.00	70.00	130	130 (65%)
82 Staffing Reserve				9,000.00	261.00	8,739	8,739 (97%)
SUB TOTAL				124,239.00	52,260.94	71,978	71,978 (57%)

C - Admin - Office/IT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Postage				200.00	52.20	148	148 (73%)
17 Office supplies				900.00	426.29	474	474 (52%)
18 Printer maintenance				1,200.00	396.99	803	803 (66%)
19 Councillor IT Support				1,200.00	594.00	606	606 (50%)
20 Phone/Broadband charges				1,200.00	1,182.48	18	18 (1%)
21 Website Maintenance				800.00	425.00	375	375 (46%)
22 Office IT Support				1,750.00	774.60	975	975 (55%)
23 IT/PA System Reserve				1,000.00	627.02	373	373 (37%)
78 Room Hire				250.00	73.00	177	177 (70%)
SUB TOTAL				8,500.00	4,551.58	3,948	3,948 (46%)

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

24 Internal Audit Fees		1,450.00	700.00	750	750 (51%)
25 External Audit Fees		600.00		600	600 (100%)
26 Accounting software fees		648.00		648	648 (100%)
SUB TOTAL		2,698.00	700.00	1,998	1,998 (74%)

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	2,275.00	2,344.61	-70	3,229 (141%)
37	Annual Subscriptions				1,775.00	1,791.72	-17	-17 (-0%)
38	Bank charges				150.00	62.40	88	88 (58%)
39	Election Reserve				500.00		500	500 (100%)
40	Legal Fees Reserve				10,000.00	330.00	9,670	9,670 (96%)
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	175.84	1,324	1,324 (88%)
SUB TOTAL			3,298.33	3,298	16,754.00	4,724.50	12,030	15,328 (91%)

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	745 (99%)
28	Car Park repairs				5,000.00		5,000	5,000 (100%)
29	Play equipment Reserve				50,000.00	65.00	49,935	49,935 (99%)
30	Play area signs				1,000.00	890.00	110	110 (11%)
31	Grounds maintenance				10,750.00	5,590.45	5,160	5,160 (48%)
32	Play area bark				1,000.00		1,000	1,000 (100%)
33	Tree maintenance				5,000.00	1,820.00	3,180	3,180 (63%)
34	Youth Pod / Outdoor Gym				21,000.00	20,893.15	107	107 (0%)
35	Play area benches/bins				500.00		500	500 (100%)
42	Pest control				500.00	265.00	235	235 (47%)
52	MW Consumables				750.00	524.90	225	225 (30%)
90	Safety Inspections				500.00		500	500 (100%)
94	Vehicle lease				200.00		200	200 (100%)
95	Workshop/store				3,000.00	2,629.00	371	371 (12%)
SUB TOTAL					99,950.00	32,682.48	67,268	67,268 (67%)

Stanway Parish Council
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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				3,000.00	350.00	2,650	2,650 (88%)
49 Notice Board Reserve				250.00	395.00	-145	-145 (-58%)
50 Street Light Costs				5,300.00	1,474.30	3,826	3,826 (72%)
51 Street Light Reserve				2,000.00	1,066.27	934	934 (46%)
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				17,550.00	3,285.57	14,264	14,264 (81%)

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				4,000.00	2,271.53	1,728	1,728 (43%)
SUB TOTAL				4,000.00	3,771.53	228	228 (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	3,045.00	-955				-955 (-23%)
56 Tree sponsorship	10.00	130.00	120				120 (1200%)
57 BG Maintenance				1,500.00	898.33	602	602 (40%)
58 BG Reserve				13,000.00	12,600.00	400	400 (3%)
SUB TOTAL	4,010.00	3,175.00	-835	14,500.00	13,498.33	1,002	167 (0%)

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					825.00	-825	-825 (N/A)
SUB TOTAL				9,500.00	825.00	8,675	8,675 (91%)

M - Loans

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79 Capital repayments				16,000.00	8,000.00	8,000	8,000 (50%)
80 Interest payments				6,800.00	3,382.00	3,418	3,418 (50%)

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SUB TOTAL		22,800.00	11,382.00	11,418	11,418 (50%)
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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				4,500.00	1,423.77	3,076	3,076 (68%)
SUB TOTAL		500.00		-500	4,500.00	1,423.77	3,076	2,576 (51%)

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	280,041.00	146,678.15	-133,363	325,991.00	129,105.70	196,885	63,522 (10%)
V.A.T.		0.00			10,952.37		
GROSS TOTAL		146,678.15			140,058.07		