

# RFO REPORT

4 November 2021 (2021-2022)

## Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
293	04/11/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.35		8.35
294	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00		8,000.00
295	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,204.00		3,204.00
296	04/11/2021		2. Barclays Main C/A	Direct Debit	Printer lease	BNP Paribas	S	160.00	32.00	192.00
297	04/11/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
298	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	L.T. Saint	S	99.00	19.80	118.80
299	04/11/2021		1. Unity Trust Bank	Standing Order	IT Support	L.T. Saint	S	129.10	25.82	154.92
305	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00		18.00
306	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
307	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
308	04/11/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
310	04/11/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,213.95		2,213.95
311	04/11/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	20.00	4.00	24.00
312	04/11/2021		1. Unity Trust Bank		Accounting Software Licence	Scribe Accounts	S	648.00	129.60	777.60
313	04/11/2021		1. Unity Trust Bank		Lockable Wheelie Bin	ESE Direct	S	413.00	82.60	495.60
314	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon Services Europe	S	15.20	3.04	18.24
315	04/11/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	272.35	54.47	326.82
316	04/11/2021		1. Unity Trust Bank		Signage	Impact Signs	S	240.50	48.10	288.60
317	04/11/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
318	04/11/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	S	17.62	3.52	21.14
319	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	15.16		15.16
320	04/11/2021		1. Unity Trust Bank		Specialist fees	Donna Tristram	E	77.72		77.72
321	04/11/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	16.20		16.20
322	04/11/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
323	04/11/2021		1. Unity Trust Bank		Office Supplies	C Clouston	S	119.85	23.97	143.82
324	04/11/2021		1. Unity Trust Bank		Room hire	SVHMC	X	110.00		110.00
325	04/11/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	28.92	5.79	34.71
326	04/11/2021		1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	412.50	82.50	495.00
327	04/11/2021		1. Unity Trust Bank		Travel Expenses	B Cooper	X	59.28		59.28
328	04/11/2021		1. Unity Trust Bank		MW Tools and supplies	B Cooper	X	6.00		6.00
329	04/11/2021		1. Unity Trust Bank		Fitness Sessions	CrossFit DireWolf Ltd	X	150.00		150.00
<b>Total</b>								<b>16,681.97</b>	<b>547.86</b>	<b>17,229.83</b>

This list excludes net salaries, PAYE & NI, totalling £7,572.13

<b>Bank Reconciliation at 04/11/2021</b>			
	Cash in Hand 01/04/2021		179,045.53
	<b>ADD</b> Receipts 01/04/2021 - 04/11/2021		301,178.56
			480,224.09
	<b>SUBTRACT</b> Payments 01/04/2021 - 04/11/2021		187,772.42
<b>A</b>	<b>Cash in Hand 04/11/2021</b> (per Cash Book)		<b>292,451.67</b>
<b>Cash in hand per Bank Statements</b>			
	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	04/11/2021	159,389.76
	3. Barclays Premium Savings A/C	19/10/2021	66,145.90
	2. Barclays Main C/A	19/10/2021	31,973.68
			<b>319,591.63</b>
	Less unrepresented payments		27,689.96
			291,901.67
	Plus unrepresented receipts		550.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>292,451.67</b>

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

4 November 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		2,500.00	2,500.00				2,500.00 (N/A)
6	Interest Income	125.00	3.59	-121.41				-121.41 (-97%)
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>277,909.59</b>	<b>2,378.59</b>				<b>2,378.59 (0%)</b>

**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	53,315.30	34,684.70	34,684.70 (39%)
10	Home working allowance				864.00	576.00	288.00	288.00 (33%)
11	Pension contributions (total)				19,350.00	15,781.15	3,568.85	3,568.85 (18%)
12	Payroll Services				500.00	204.00	296.00	296.00 (59%)
13	Training - All				5,000.00	1,341.00	3,659.00	3,659.00 (73%)
14	Travel expenses				1,000.00	291.06	708.94	708.94 (70%)
15	Stationery - Councillors				325.00		325.00	325.00 (100%)
75	Chairman's Allowance				200.00	70.00	130.00	130.00 (65%)
82	Staffing Reserve				9,000.00	333.00	8,667.00	8,667.00 (96%)
<b>SUB TOTAL</b>					<b>124,239.00</b>	<b>71,911.51</b>	<b>52,327.49</b>	<b>52,327.49 (42%)</b>

**C - Admin - Office/IT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	54.89	145.11	145.11 (72%)
17	Office supplies				900.00	590.26	309.74	309.74 (34%)
18	Printer maintenance				1,200.00	685.90	514.10	514.10 (42%)
19	Councillor IT Support				1,200.00	792.00	408.00	408.00 (34%)
20	Phone/Broadband charges				1,200.00	1,363.15	-163.15	-163.15 (-13%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,032.80	717.20	717.20 (40%)
23	IT/PA System Reserve				1,000.00	641.18	358.82	358.82 (35%)
78	Room Hire				250.00	73.00	177.00	177.00 (70%)
<b>SUB TOTAL</b>					<b>8,500.00</b>	<b>5,658.18</b>	<b>2,841.82</b>	<b>2,841.82 (33%)</b>

**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**

4 November 2021 (2021-2022)

All Cost Centres and Codes

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	121.45	28.55	28.55 (19%)
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	92.88	407.12	407.12 (81%)
74 Sundry items				54.00	54.18	-0.18	-0.18 (-0%)
92 Risk Management				1,500.00	346.59	1,153.41	1,153.41 (76%)
<b>SUB TOTAL</b>		<b>3,298.33</b>	<b>3,298.33</b>	<b>16,754.00</b>	<b>5,159.05</b>	<b>11,594.95</b>	<b>14,893.28 (88%)</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	4.98	745.02	745.02 (99%)
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	6,970.45	3,779.55	3,779.55 (35%)
32 Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33 Tree maintenance				5,000.00	2,780.00	2,220.00	2,220.00 (44%)
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	1,562.99	-812.99	-812.99 (-108%)
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%)
<b>SUB TOTAL</b>				<b>99,950.00</b>	<b>38,854.07</b>	<b>61,095.93</b>	<b>61,095.93 (61%)</b>

**Stanway Parish Council**  
**Summary of Receipts and Payments**

4 November 2021 (2021-2022)

All Cost Centres and Codes

**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	2,650.00	2,650.00 (88%)
49	Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50	Street Light Costs				5,300.00	3,252.95	2,047.05	2,047.05 (38%)
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	1,236.70	3,763.30	3,763.30 (75%)
96	Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>					<b>17,550.00</b>	<b>6,320.84</b>	<b>11,229.16</b>	<b>11,229.16 (63%)</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	-1,500.00 (N/A)
88	Contingency Reserve				4,000.00	2,271.53	1,728.47	1,728.47 (43%)
<b>SUB TOTAL</b>					<b>4,000.00</b>	<b>3,771.53</b>	<b>228.47</b>	<b>228.47 (5%)</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	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%)
<b>SUB TOTAL</b>		<b>4,010.00</b>	<b>3,825.00</b>	<b>-185.00</b>	<b>14,500.00</b>	<b>13,598.33</b>	<b>901.67</b>	<b>716.67 (3%)</b>

**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	950.00	8,550.00	8,550.00 (90%)
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)
<b>SUB TOTAL</b>					<b>9,500.00</b>	<b>1,775.00</b>	<b>7,725.00</b>	<b>7,725.00 (81%)</b>

**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**

4 November 2021 (2021-2022)

All Cost Centres and Codes

<b>SUB TOTAL</b>		<b>22,800.00</b>	<b>22,586.00</b>	<b>214.00</b>	<b>214.00 (0%)</b>
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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		-500.00				-500.00 (-100%)
54	CE Expenditure				4,500.00	2,276.27	2,223.73	2,223.73 (49%)
<b>SUB TOTAL</b>		<b>500.00</b>		<b>-500.00</b>	<b>4,500.00</b>	<b>2,276.27</b>	<b>2,223.73</b>	<b>1,723.73 (34%)</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**

NET TOTAL	280,041.00	285,032.92	4,991.92	325,991.00	174,508.78	151,482.22	156,474.14 (25%)
V.A.T.		16,145.64			13,263.64		
GROSS TOTAL		301,178.56			187,772.42		