

Finance Reports Pack – 21st May 2020

April accounts to be approved by email and retrospectively signed at the next meeting of FTC

Documents included:

Bank reconciliation and statement – Co-operative Current Account

Bank reconciliation and statement – Co-operative Instant Access

Bank reconciliation – CCLA Investment Account

Detailed income and expenditure report (1-04-2020 to 30-04-2020)

List of income and expenditure items (1-04-2020 to 30-04-2020)

Summary:

Expenditure during the month of April 2020 was £22,134.92 and income was £252,490.38. Income includes: precept £229,679; VAT return £15,295.58 (1/12/2019 to 29/02/2020); VAT return £997.04 (1/03/2020 to 31/03/2020)

Bank balances at 30th April 2020 as follows:

Co-operative Current Account £333,164.98

Co-operative Instant Access £25,261.91

CCLA Investment Account £227,271.41

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Policy Process & Revenue</u>								
1076 Precept	229,679	229,679	229,679	0			100.0%	
1090 Income - Interest	177	177	1,500	1,323			11.8%	
1110 Income - CHP	(143)	(143)	5,000	5,143			(2.9%)	
1890 Income - Allotments	0	0	927	927			0.0%	
1990 Income - Other	0	0	16,000	16,000			0.0%	
Policy Process & Revenue :- Income	229,714	229,714	253,106	23,392			90.8%	0
4000 Staff Salary	4,415	4,415	65,761	61,347		61,347	6.7%	
4030 PAYE and NI	1,275	1,275	4,190	2,915		2,915	30.4%	
4040 Pension	1,177	1,177	10,400	9,223		9,223	11.3%	
4070 Training - Staff	0	0	1,200	1,200		1,200	0.0%	
4090 Training - Councillor	0	0	1,000	1,000		1,000	0.0%	
4120 Audit Fees	(900)	(900)	1,500	2,400		2,400	(60.0%)	
4130 Professional Fees	(320)	(320)	2,000	2,320		2,320	(16.0%)	
4140 Subscriptions & Memberships	95	95	2,200	2,105		2,105	4.3%	
4150 Insurance	387	387	2,500	2,113		2,113	15.5%	
4160 Stationery	0	0	500	500		500	0.0%	
4170 Postage	0	0	150	150		150	0.0%	
4180 Telephone & Broadband	97	97	1,750	1,653		1,653	5.5%	
4190 Photocopier	0	0	720	720		720	0.0%	
4200 Website	0	0	1,500	1,500		1,500	0.0%	
4210 IT	219	219	2,750	2,531		2,531	8.0%	
4220 Grants Paid	0	0	10,000	10,000		10,000	0.0%	
4240 Rent	425	425	5,100	4,675		4,675	8.3%	
4250 Rates	0	0	1,500	1,500		1,500	0.0%	
4260 Pub Consultations	0	0	900	900		900	0.0%	
4270 Adverts	0	0	1,800	1,800		1,800	0.0%	
4430 Over 70s	430	430	0	(430)		(430)	0.0%	
4511 Storage Facility	0	0	1,102	1,102		1,102	0.0%	
4512 Vending Machine	0	0	500	500		500	0.0%	
4513 Over 70s	(430)	(430)	15,000	15,430		15,430	(2.9%)	
4514 Winter Gritting	0	0	1,000	1,000		1,000	0.0%	
4515 Allotments	11	11	1,000	989		989	1.1%	
4516 War Memorial Maintenance	0	0	1,000	1,000		1,000	0.0%	
4517 CCTV	0	0	5,000	5,000		5,000	0.0%	
4518 Community Safety	0	0	7,000	7,000		7,000	0.0%	
4519 Frodsham Youth Association	0	0	10,000	10,000		10,000	0.0%	
4612 Regalia	0	0	1,000	1,000		1,000	0.0%	
4613 Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4735 Mayor Allowance	(1,350)	(1,350)	1,000	2,350		2,350	(135.0%)	
4810 Elections	0	0	5,000	5,000		5,000	0.0%	
Policy Process & Revenue :- Indirect Expenditure	<u>5,530</u>	<u>5,530</u>	<u>169,023</u>	<u>163,493</u>	<u>0</u>	<u>163,493</u>	<u>3.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>224,183</u>	<u>224,183</u>						
110 Community								
4440 War Memorial	(50,347)	(50,347)	0	50,347		50,347	0.0%	
Community :- Indirect Expenditure	<u>(50,347)</u>	<u>(50,347)</u>	<u>0</u>	<u>50,347</u>	<u>0</u>	<u>50,347</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>50,347</u>	<u>50,347</u>						
130 Cemetery								
1300 Income - Burial Fees	2,460	2,460	13,000	10,540			18.9%	
Cemetery :- Income	<u>2,460</u>	<u>2,460</u>	<u>13,000</u>	<u>10,540</u>			<u>18.9%</u>	<u>0</u>
4250 Rates	0	0	1,400	1,400		1,400	0.0%	
4550 Plaques & Memorials	0	0	200	200		200	0.0%	
4560 Waste Removal	72	72	1,080	1,008		1,008	6.6%	
4600 Utilities	85	85	600	515		515	14.2%	
4990 Sundries	77	77	400	323		323	19.2%	
Cemetery :- Indirect Expenditure	<u>234</u>	<u>234</u>	<u>3,680</u>	<u>3,446</u>	<u>0</u>	<u>3,446</u>	<u>6.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>2,226</u>	<u>2,226</u>						
140 Events								
4700 Town Meetings	0	0	200	200		200	0.0%	
4710 Festival of Walks	0	0	1,250	1,250		1,250	0.0%	
4720 Remembrance Sunday	0	0	350	350		350	0.0%	
4721 VE Day	0	0	6,500	6,500		6,500	0.0%	
4722 Halloween	84	84	750	666		666	11.2%	
4730 Christmas Festival	0	0	6,000	6,000		6,000	0.0%	
4740 NY Eve	0	0	3,000	3,000		3,000	0.0%	
4750 Sponsorship Fund	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	<u>84</u>	<u>84</u>	<u>19,050</u>	<u>18,966</u>	<u>0</u>	<u>18,966</u>	<u>0.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(84)</u>	<u>(84)</u>						
170 Amenities								
4801 Contract No 1	0	0	24,300	24,300		24,300	0.0%	
4802 Contract No 2	0	0	10,000	10,000		10,000	0.0%	
4803 Play Areas	0	0	4,500	4,500		4,500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4804 Tree Works	0	0	2,000	2,000		2,000	0.0%	
4805 Hob Hey Wood	0	0	5,000	5,000		5,000	0.0%	
4806 Defibrillator Maintenance	0	0	2,000	2,000		2,000	0.0%	
4807 Relacement Tree Lights	0	0	10,000	10,000		10,000	0.0%	
4808 Bulbs	0	0	80	80		80	0.0%	
4809 Rent & Rates	0	0	2,000	2,000		2,000	0.0%	
4811 Street Furniture	0	0	1,000	1,000		1,000	0.0%	
4812 Xmas Light Bulbs	0	0	750	750		750	0.0%	
4813 Additional Maintenance	0	0	6,000	6,000		6,000	0.0%	
Ameneties :- Indirect Expenditure	0	0	67,630	67,630	0	67,630	0.0%	0
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	232,174	232,174	266,106	33,932			87.2%	
Expenditure	(44,499)	(44,499)	259,383	303,882	0	303,882	(17.2%)	
Net Income over Expenditure	276,673	276,673	6,723	(269,950)				
Movement to/(from) Gen Reserve	276,673	276,673						

Current Bank A/c

Receipts received between 01/04/2020 and 30/04/2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
T2987	Banked: 01/04/2020	229,679.00						
T2987	CWAC	229,679.00			1076	100	229,679.00	Precept 2020/2021
T2990	Banked: 01/04/2020	880.00						
T2990	DT TURNER	880.00			1300	130	880.00	HOUGHTON
T2984	Banked: 02/04/2020	45.00						
T2984	CWAC	45.00			1110	100	45.00	CPR1/397
T2985	Banked: 03/04/2020	235.00						
T2985	CWAC	235.00			1110	100	235.00	CPR1/393/394/395
T2989	Banked: 09/04/2020	15,295.58						
T2989	HMRC VTR	15,295.58			105		15,295.58	1/12/2019 to 29/02/2020
T2988	Banked: 14/04/2020	35.00						
T2988	CWAC	35.00			1110	100	35.00	CPR1/398
T2992	Banked: 20/04/2020	480.00						
T2992	DT TURNER	480.00			1300	130	480.00	HOUGHTON
T2991	Banked: 20/04/2020	3,743.76						
T2991	CWAC	3,743.76			1990	100	3,743.76	CPH/R11/400 Reception
T2990	Banked: 22/04/2020	880.00						
T2990	DT TURNER	880.00			1300	130	880.00	BURIAL HOUGHTON
T2995	Banked: 22/04/2020	997.04						
T2995	HMRC VTR	997.04			105		997.04	1-03-2020 TO 31-03-2020
T2994	Banked: 28/04/2020	220.00						
T2994	DT TURNER	220.00			1300	130	220.00	INTERMENT HOUGHTON
Total Receipts:		252,490.38	0.00	0.00			252,490.38	

Time: 12:20

Current Bank A/c

List of Payments made between 01/04/2020 and 30/04/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	CWAC	DD	510.00	T6931	Office rent 1/04/2020-30/04/20
01/04/2020	Prism Ltd	DD	116.11	T6946	Phone services
01/04/2020	Scottish Power	DD	10.00	T6947	Electricity
09/04/2020	DM Payroll Services	BACS	240.00	T6936	Payroll services for 2020/21
09/04/2020	Northwich Town Council	BACS	1,700.28	T6928	March contract
09/04/2020	Rabbit Digital	BACS	120.00	T6926	March contract
09/04/2020	Edge IT Systems	BACS	259.20	T6929	Epitaph software training
09/04/2020	Walker Conservation	BACS	11,453.40	T6930	Interim Certificate 4
09/04/2020	██████████	BACS	97.50	T6934	Admin - March
09/04/2020	██████████	BACS	21.95	T6943	Cemetery lock
09/04/2020	St Laurence PCC	207363	84.00	T6886	Halloween 2019
09/04/2020	Walker Conservation	BACS	-11,453.40	T6930	Incorrect posting
09/04/2020	Walker Conservation	BACS	11,453.40	T6930	Interim payment cert 4
09/04/2020	Walker Conservation	BACS	-11,453.40	T6930	Incorrect posting
09/04/2020	Walker Conservation	BACS	11,453.40	T6930	Interim payment 4 (107)
14/04/2020	██████████	BACS	669.72	T6937	FTC-Salary
14/04/2020	██████████	BACS	-608.80	T6939	FTC-Salary incorrect amount
14/04/2020	██████████	BACS	608.08	T6939	FTC-Salary
15/04/2020	██████████	BACS	898.38	T6938	FTC-SALARY
15/04/2020	██████████	BACS	608.80	T6939	FTC-SALARY
15/04/2020	██████████	BACS	2,238.32	T6940	FTC-SALARY
15/04/2020	HMRC	BACS	1,274.66	T6941	PAYE APRIL
15/04/2020	Cheshire Pensions	BACS	1,177.09	T6942	APRIL PAYMENT
16/04/2020	D Jones	BACS	55.00	T6949	Removal of cemetery padlock
16/04/2020	Waterplus	DD	60.04	T6932	26/12/19 to 31/03/20
16/04/2020	ICCM	BACS	95.00	T6948	Membership 2020 to 2021
16/04/2020	Waterplus	BACS	11.06	T6933	Ashton Drive Allotments
16/04/2020	B & M Waste Services	BACS	86.02	T6935	March 2020
20/04/2020	B & M Waste Services	DD	86.02	T6973	Duplicate payment T6935
27/04/2020	Prism Ltd	DD	263.09	T6925	IT services April
28/04/2020	Mill Mark	207370	130.00		Over 70s
28/04/2020	Top Shop	207368	300.00		Over 70s
28/04/2020	Mill Mark	207370	-130.00		2019 correction
28/04/2020	Top Shop	207368	-300.00		Over 70s correction 2019
28/04/2020	Mill Mark	207370	130.00		OVER 70S
28/04/2020	Top Shop	207368	300.00		OVER 70S
28/04/2020	Mill Mark	207370	-130.00		Mill Mark
28/04/2020	Top Shop	207368	-300.00		Over 70s
28/04/2020	Mill Mark	207370	130.00		Over 70s
28/04/2020	Top Shop	207368	300.00		Over 70s
28/04/2020	Mill Mark	207370	-130.00		Over 70s
28/04/2020	Top Shop	207368	-300.00		Over 70s

22,134.92

Bank Reconciliation Statement as at 05/04/2020
for Cashbook 2 - Investment A/c CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Investment A/c CCLA	30/04/2020		227,271.41
			<u>227,271.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			227,271.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			227,271.41
		Balance per Cash Book is :-	227,271.41
		Difference is :-	0.00

STATEMENT

Ms J O'Donoghue
Frodsham Town Council
Castle House
Castle Park
FRODSHAM
WA6 6SB
UK

CLIENT: FRODSHAM TOWN COUNCIL
ACCOUNT NAME:
ACCOUNT NUMBER: 0126850001PC

Statement at 30 April 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/04/20	Brought Forward			227,157.08	
01/04/20	Dividend reinvested		114.33	227,271.41	4
30/04/20	Carried Forward			227,271.41	4

Statement of Dividends paid during the month to 30 April 2020

Date	Receiving Account	Amount Paid £
01-04-20	Dividend reinvested	114.33

CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c Directplus	30/04/2020		333,604.98
			<u>333,604.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/02/2020 207369 Top Marks-Over 70s		360.00	
04/03/2020 207367 Elliot Newsagent-Over 70s		80.00	
			<u>440.00</u>
			333,164.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			333,164.98
		Balance per Cash Book is :-	333,164.98
		Difference is :-	0.00

Bank Reconciliation Statement as at 01/04/2020
for Cashbook 3 - Instant Access A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access A/c	30/04/2020		25,261.91
			<u>25,261.91</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,261.91
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,261.91
		Balance per Cash Book is :-	25,261.91
		Difference is :-	0.00

