

Finance Reports Pack

POLICY & PROCESS COMMITTEE 19/08/2019

This pack contains the following:

1. Bank reconciliation and statement – Co-op instant Access
 2. Bank reconciliation and statement – Co-op
 3. Bank reconciliation and statement – CCLA Investment Account
 4. Detailed income and expenditure report
 5. List of income and expenditure items
-

Expenditure during the month of July was £29,081.80 and income was £28,777.62 of which £20,630.63 represented the VAT return 1st April 2018 to 31st March 2019.

The Clerk has submitted a VAT return for the period 1st April to 31st July 2019 in the sum of £4,154.75. The claim will be submitted quarterly rather than at year end.

Bank balances at 31/07/19 as follows:

Co-op Instant	£295,607.38
Co-op	£ 25,135.42
CCLA	£226,063.46

Bank Reconciliation Statement as at 31/07/2019
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	31/07/2019		295,607.38
			<u>295,607.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			295,607.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			295,607.38
		Balance per Cash Book is :-	295,607.38
		Difference is :-	0.00

10:13

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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</u>								
1076 Precept	0	269,066	269,066	0			100.0%	
1090 Income - Interest	0	494	500	6			98.7%	
1100 Income - Grants & Donation	5,711	8,087	32,376	24,289			25.0%	
1110 Income - CHP	255	2,697	3,000	303			89.9%	
1420 Income - Walk Book	0	1	0	(1)			0.0%	
1990 Income - Other	12	54	16,000	15,947			0.3%	
Policy & Process :- Income	5,977	280,398	320,942	40,544			87.4%	0
4000 Staff Salary	4,954	19,961	90,837	70,876		70,876	22.0%	
4030 PAYE and NI	1,532	6,873	0	(6,873)		(6,873)	0.0%	
4040 Pension	1,336	5,343	0	(5,343)		(5,343)	0.0%	
4060 Expenses - Staff Other	0	135	0	(135)		(135)	0.0%	
4070 Training - Staff	0	410	1,200	790		790	34.2%	
4080 Chairman's Allowance	0	(100)	1,000	1,100		1,100	(10.0%)	
4090 Training - Councillor	175	657	400	(257)		(257)	164.3%	
4110 Bank Charges	0	0	25	25		25	0.0%	
4120 Audit Fees	0	0	1,500	1,500		1,500	0.0%	
4130 Professional Fees	1,624	1,926	0	(1,926)		(1,926)	0.0%	
4140 Subscriptions & Memberships	100	3,341	2,000	(1,341)		(1,341)	167.1%	
4150 Insurance	0	2,322	2,300	(22)		(22)	100.9%	
4160 Stationery	48	48	1,000	952		952	4.8%	
4170 Postage	89	89	150	61		61	59.1%	
4180 Telephone & Broadband	97	290	1,750	1,460		1,460	16.6%	
4190 Photocopier	0	147	0	(147)		(147)	0.0%	
4200 Website	240	432	1,500	1,068		1,068	28.8%	
4210 IT	301	1,035	1,750	715		715	59.1%	
4220 Grants Paid	0	0	6,000	6,000		6,000	0.0%	
4240 Rent	578	2,076	5,100	3,024		3,024	40.7%	
4250 Rates	123	490	1,500	1,011		1,011	32.6%	
4260 Pub Consultations	0	0	500	500		500	0.0%	
4270 Adverts	0	0	300	300		300	0.0%	
4310 Fuel	78	241	1,500	1,259		1,259	16.0%	
4800 Neighbourhood Plan	10	10	0	(10)		(10)	0.0%	
Policy & Process :- Indirect Expenditure	11,285	45,724	120,312	74,588	0	74,588	38.0%	0
Movement to/(from) Gen Reserve	(5,308)	234,674						
<u>110 Community</u>								
1100 Income - Grants & Donation	0	1,000	0	(1,000)			0.0%	
1410 Income - Allotments	0	880	810	(70)			108.6%	
Community :- Income	0	1,880	810	(1,070)			232.1%	0

10:13

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
4240 Rent	0	1,600	1,000	(600)		(600)	160.0%	
4250 Rates	0	0	1,000	1,000		1,000	0.0%	
4320 Maintenance	2,670	4,850	16,000	11,150		11,150	30.3%	
4400 H & S	0	0	250	250		250	0.0%	
4410 Street Furniture	18	18	1,000	982		982	1.8%	
4420 Xmas Lights	0	4,005	750	(3,255)		(3,255)	534.0%	
4430 Over 70s	90	0	12,000	12,000		12,000	0.0%	
4440 War Memorial	0	0	115,710	115,710		115,710	0.0%	
4600 Utilities	25	25	0	(25)		(25)	0.0%	
Community :- Indirect Expenditure	<u>2,803</u>	<u>10,498</u>	<u>147,710</u>	<u>137,212</u>	<u>0</u>	<u>137,212</u>	<u>7.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,803)</u>	<u>(8,618)</u>						
<u>120 Environment</u>								
1990 Income - Other	0	478	0	(478)			0.0%	
Environment :- Income	<u>0</u>	<u>478</u>	<u>0</u>	<u>(478)</u>				<u>0</u>
4320 Maintenance	149	149	10,000	9,851		9,851	1.5%	
Environment :- Indirect Expenditure	<u>149</u>	<u>149</u>	<u>10,000</u>	<u>9,851</u>	<u>0</u>	<u>9,851</u>	<u>1.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(149)</u>	<u>329</u>						
<u>130 Cemetery</u>								
1300 Income - Burial Fees	2,170	7,873	10,000	2,127			78.7%	
1301 Income - Memorials	0	390	0	(390)			0.0%	
Cemetery :- Income	<u>2,170</u>	<u>8,263</u>	<u>10,000</u>	<u>1,737</u>			<u>82.6%</u>	<u>0</u>
4240 Rent	0	0	6,000	6,000		6,000	0.0%	
4250 Rates	0	699	0	(699)		(699)	0.0%	
4320 Maintenance	23	(40)	2,000	2,040		2,040	(2.0%)	
4550 Plaques & Memorials	0	106	0	(106)		(106)	0.0%	
4560 Waste Removal	69	225	0	(225)		(225)	0.0%	
4600 Utilities	10	29	0	(29)		(29)	0.0%	
Cemetery :- Indirect Expenditure	<u>102</u>	<u>1,019</u>	<u>8,000</u>	<u>6,981</u>	<u>0</u>	<u>6,981</u>	<u>12.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>2,068</u>	<u>7,244</u>						
<u>140 Events</u>								
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%	
4730 Christmas Festival	0	0	6,000	6,000		6,000	0.0%	
4740 NY Eve	0	0	2,250	2,250		2,250	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

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
4750 Sponsorship Fund	0	209	0	(209)		(209)	0.0%	
4990 Sundries	0	77	0	(77)		(77)	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>286</u>	<u>10,050</u>	<u>9,764</u>	<u>0</u>	<u>9,764</u>	<u>2.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(286)</u>						
150 Capital								
4210 IT	0	0	1,000	1,000		1,000	0.0%	
4280 Infrastructure & Street Scene	0	0	1,000	1,000		1,000	0.0%	
4420 Xmas Lights	0	0	5,000	5,000		5,000	0.0%	
4570 Burial Ground Extension	3,020	3,020	45,000	41,980		41,980	6.7%	
4760 Play areas	0	80	0	(80)		(80)	0.0%	
4800 Neighbourhood Plan	0	85	0	(85)		(85)	0.0%	
Capital :- Indirect Expenditure	<u>3,020</u>	<u>3,185</u>	<u>52,000</u>	<u>48,815</u>	<u>0</u>	<u>48,815</u>	<u>6.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,020)</u>	<u>(3,185)</u>						
160 Projects								
4800 Neighbourhood Plan	0	205	1,000	795		795	20.5%	
4810 Elections	0	0	10,000	10,000		10,000	0.0%	
4820 FYA	10,000	10,000	10,000	0		0	100.0%	
4830 WW1	0	0	680	680		680	0.0%	
4840 Community Safety	0	0	4,000	4,000		4,000	0.0%	
Projects :- Indirect Expenditure	<u>10,000</u>	<u>10,205</u>	<u>25,680</u>	<u>15,475</u>	<u>0</u>	<u>15,475</u>	<u>39.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(10,000)</u>	<u>(10,205)</u>						
Grand Totals:- Income	<u>8,147</u>	<u>291,019</u>	<u>331,752</u>	<u>40,733</u>			<u>87.7%</u>	
Expenditure	<u>27,359</u>	<u>71,066</u>	<u>373,752</u>	<u>302,686</u>	<u>0</u>	<u>302,686</u>	<u>19.0%</u>	
Net Income over Expenditure	<u>(19,212)</u>	<u>219,952</u>	<u>(42,000)</u>	<u>(261,952)</u>				
Movement to/(from) Gen Reserve	<u>(19,212)</u>	<u>219,952</u>						

Time: 10:18

Bank Reconciliation up to 31/07/2019 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/07/2019	DD	510.00		510.00		R	CWAC
01/07/2019	DD	10.00		10.00		R	Scottish Power
01/07/2019	DD	116.39		116.39		R	Prism Ltd
01/07/2019	DD	123.00		123.00		R	CWAC
01/07/2019	BACS	120.00		120.00		R	Rabbit Digital
10/07/2019	BACS	525.40		525.40		R	J Bowe
10/07/2019	BACS	140.00		140.00		R	CHALC
10/07/2019	BACS	3,624.00		3,624.00		R	Harrison Design Development
10/07/2019	BACS	89.79		89.79		R	Robert Gleave and Sons
10/07/2019	BACS	120.00		120.00		R	Rabbit Digital
10/07/2019	BACS	49.40		49.40		R	Bates Office Services Ltd
10/07/2019	BACS	25.46		25.46		R	Waterplus
10/07/2019	BACS	91.80		91.80		R	H & L Self Storage Ltd
10/07/2019	BACS	147.00		147.00		R	Northwich Town Council
10/07/2019	CHQ	90.00		90.00		R	Millmark Foods
11/07/2019	BACS	63.99		63.99		R	Post Office Shop
11/07/2019	BACS	1,949.04		1,949.04		R	Rialtas Business Solutions Ltd
11/07/2019	BACS	100.00		100.00		R	Cheshire Community Action
11/07/2019	T2812		5,710.99	5,710.99		R	Receipt(s) Banked
11/07/2019	T2809		470.00	470.00		R	Receipt(s) Banked
11/07/2019	T2811		90.00	90.00		R	Receipt(s) Banked
11/07/2019	T2814		60.00	60.00		R	Receipt(s) Banked
15/07/2019	BACS	876.02		876.02		R	E Kenny
15/07/2019	BACS	788.80		788.80		R	M Moran
15/07/2019	BACS	2,180.21		2,180.21		R	Jo O'Donoghue
15/07/2019	BACS	583.61		583.61		R	L Rimmer
15/07/2019	BACS	1,532.32		1,532.32		R	HMRC
15/07/2019	BACS	1,335.69		1,335.69		R	Cheshire Pensions
16/07/2019	T2816		20,630.63	20,630.63		R	Receipt(s) Banked
19/07/2019	BACS	21.60		21.60		R	Hurst Joinery Ltd
19/07/2019	BACS	10.00		10.00		R	CWac Leisure CIC
19/07/2019	BACS	50.00		50.00		R	MuCAARD-UK
19/07/2019	BACS	21.60		21.60		R	Hurst Joinery Ltd
19/07/2019	BACS	-50.00		-50.00		R	MuCAARD-UK
19/07/2019	BACS	-21.60		-21.60		R	Hurst Joinery Ltd
22/07/2019	DD	83.18		83.18		R	B & M Waste Services
23/07/2019	T2817		1,700.00	1,700.00		R	Receipt(s) Banked
25/07/2019	DD	259.48		259.48		R	Prism Ltd
25/07/2019	BACS	10,000.00		10,000.00		R	Frodsham Community Association
25/07/2019	BACS	91.80		91.80		R	H & L Self Storage Ltd
25/07/2019	BACS	3,056.58		3,056.58		R	Lowther Forestry Group Ltd
25/07/2019	BACS	25.20		25.20		R	Jo O'Donoghue
25/07/2019	BACS	22.94		22.94		R	L Rimmer
25/07/2019	BACS	88.94		88.94		R	Easy Life GM Ltd
25/07/2019	BACS	35.00		35.00		R	CHALC
25/07/2019	DD	102.00		102.00		R	Prism Ltd
29/07/2019	BACS	93.16		93.16		R	Applegreen PLC
29/07/2019	T2820		9.00	9.00		R	Receipt(s) Banked

Time: 10:18

Bank Reconciliation up to 31/07/2019 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/07/2019	T2821		2.50	2.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/07/2019	T2822		42.00	42.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/07/2019	T2819		62.50	62.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>29,081.80</u>	<u>28,777.62</u>				

Bank Reconciliation Statement as at 31/07/2019
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	01/07/2019		226,063.46
			<u>226,063.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			226,063.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			226,063.46
		Balance per Cash Book is :-	226,063.46
		Difference is :-	0.00

T2823

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 31 July 2019

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/07/19	Brought Forward			225,932.67	
01/07/19	Dividend reinvested		130.79	226,063.46	4
31/07/19	Carried Forward			226,063.46	4

Statement of Dividends paid during the month to 31 July 2019

Date	Receiving Account	Amount Paid £
01-07-19	Dividend reinvested	130.79

**Bank Reconciliation Statement as at 31/07/2019
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	31/07/2019	283	25,136.42
			<hr/> 25,136.42
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			25,136.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			25,136.42
		Balance per Cash Book is :-	25,136.42
		Difference is :-	0.00



Statements-0890536149310650

BRANCH : WARRINGTON

0890536149310650

PAGE 283

BIC :

IBAN :

TYPE : INSTANT

FRODSHAM TOWN COUNCIL

29 MAY 19

DATE	DESCRIPTION	WITHDRAWALS	DEPOSITS	BALANCE
26 MAR 19	BROUGHT FORWARD			25,084.55
5 APR 19	INTEREST		51.87	25,136.42