

PAGHAM PARISH COUNCIL

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7th May 2018

Date and time of meeting: Tuesday 12th June 2018 at 7.30pm

Venue: Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

Members of the Finance Committee: Mr P Atkins, Mrs D Hall, Mr Huntley, Mr P Higson, Mr Radmall, Mrs D Salter

Members are hereby summoned to attend a meeting of the FINANCE COMMITTEE to transact the business detailed below:-

Members of the Public and Press are welcome and encouraged to attend

AGENDA

1. **Apologies from Members.**
2. **To receive declarations of interest by Councillors on any of the agenda items below.**
3. **Public Session** (*this will be limited to 10 minutes*)
4. **To receive and approve the minutes of the Finance Committee meeting held 24th April 2018** (previously issued)
5. **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)
6. **Accounts**
 - 6.1. Receive accounts for the period ending 30th April 2018 & 31st May 2018 (previously issued)
 - 6.2. Agree Bank reconciliations to 30th April 2018 & 31st May 2018
 - 6.3. Orders for payment for authorisation (*previously received*)
 - 6.4. To consider the statutory accounts for 2017/18 and make recommendations to Full Council
 - 6.5. To consider making provision for ear marked reserves in the accounts and make appropriate recommendations to Full Council
7. **Clerk's report**
8. **Risk Assessment**
9. **To note the date of the next meeting**

Signed: *Nicola Swann*
Nicola Swann – Clerk to the Council

Detailed Income & Expenditure by Budget Heading 07/06/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1000 Rent	0	10	10			0.0%
1026 Donations	0	3,556	3,556			0.0%
1076 Precept	40,584	81,667	41,084			49.7%
1090 Interest	0	35	35			0.0%
Income :- Income	40,584	85,268	44,685			47.6%
Movement to/(from) Gen Reserve	40,584					
101 Administration						
4119 Website	0	600	600		600	0.0%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	3	30	28		28	8.3%
4123 Computer Maintenance	0	544	544		544	0.0%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	0	200	200		200	0.0%
4126 Postage	0	200	200		200	0.0%
4127 Telephone, Copier & repair	47	1,153	1,107		1,107	4.0%
4130 Cllrs Allowances	0	3,556	3,556		3,556	0.0%
4131 Cllrs Expenses & Training	10	150	140		140	6.6%
4137 Insurance	0	1,738	1,738		1,738	0.0%
4140 Audit and Accountancy	(400)	700	1,100		1,100	(57.1%)
4141 Legal Fees	0	500	500		500	0.0%
4142 Subscriptions	1,906	2,343	437		437	81.3%
4145 Refreshments	0	50	50		50	0.0%
4146 Room Hire - Meetings	53	750	698		698	7.0%
4147 Service Charge Parish room	200	800	600		600	25.0%
4160 PWLB	6,017	12,034	6,017		6,017	50.0%
Administration :- Indirect Expenditure	7,834	25,548	17,714	0	17,714	30.7%
Movement to/(from) Gen Reserve	(7,834)					
102 Staff Costs						
4100 Clerk Salary	1,350	12,456	11,106		11,106	10.8%
4105 NI	0	515	515		515	0.0%
4106 Pension contributions ER	0	2,703	2,703		2,703	0.0%
4109 Training - Staff	0	350	350		350	0.0%
4110 Travelling Expenses - Staff	6	125	119		119	4.7%
Staff Costs :- Indirect Expenditure	1,356	16,149	14,793	0	14,793	8.4%
Movement to/(from) Gen Reserve	(1,356)					

Detailed Income & Expenditure by Budget Heading 07/06/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	160	0	(160)			0.0%
Events :- Income	<u>160</u>	<u>0</u>	<u>(160)</u>			
Movement to/(from) Gen Reserve	<u>160</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	0	1,000	1,000		1,000	0.0%
4251 Discretionary Grants	0	3,000	3,000		3,000	0.0%
Community Contributions :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	
Movement to/(from) Gen Reserve	<u>0</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	150	150		150	0.0%
4300 Parish General Maintenance	0	3,500	3,500		3,500	0.0%
4301 Bus Shelters Maintenance	(2,380)	1,200	3,580		3,580	(198.3%)
4302 Cleaning	55	2,860	2,805		2,805	1.9%
4303 Dog & Litter	10	620	610		610	1.6%
4304 Grass Cutting	540	5,750	5,210		5,210	9.4%
4306 Play Areas	0	1,200	1,200		1,200	0.0%
4307 Public Benches	0	1,000	1,000		1,000	0.0%
4308 Village Signs	0	800	800		800	0.0%
4320 Public Lighting	(78)	890	968		968	(8.8%)
4331 Village Enhancement	(1,600)	0	1,600		1,600	0.0%
Amenities :- Indirect Expenditure	<u>(3,453)</u>	<u>17,970</u>	<u>21,423</u>	<u>0</u>	<u>21,423</u>	<u>(19.2%)</u>
Movement to/(from) Gen Reserve	<u>3,453</u>					
<u>401 Special Projects</u>						
4400 Contingencies	500	5,000	4,500	5,000	(500)	110.0%
4430 Sea Defence	0	5,000	5,000		5,000	0.0%
4440 Housing opposition	3,340	0	(3,340)		(3,340)	0.0%
Special Projects :- Indirect Expenditure	<u>3,840</u>	<u>10,000</u>	<u>6,160</u>	<u>5,000</u>	<u>1,160</u>	<u>88.4%</u>
6000 plus Tfr from EMR	2,100					
Movement to/(from) Gen Reserve	<u>(1,740)</u>					
<u>402 Capital Projects</u>						
4450 Community Notice Boards	0	2,000	2,000		2,000	0.0%
4455 New website	0	4,000	4,000		4,000	0.0%
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					

Detailed Income & Expenditure by Budget Heading 07/06/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	40,744	85,268	44,525			47.8%
Expenditure	9,577	79,667	70,090	5,000	65,090	18.3%
Net Income over Expenditure	<u>31,167</u>	<u>5,601</u>	<u>(25,566)</u>			
plus Tfr from EMR	2,100					
Movement to/(from) Gen Reserve	<u>33,267</u>					

Detailed Income & Expenditure by Budget Heading 31/03/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1000 Rent	10	10	0			100.0%
1026 Donations	3,736	4,064	328			91.9%
1076 Precept	80,917	80,917	0			100.0%
1090 Interest	79	40	(39)			198.0%
Income :- Income	84,742	85,031	289			99.7%
Movement to/(from) Gen Reserve	84,742					
101 Administration						
4119 Website	310	624	314		314	49.7%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	30	30	0		0	100.0%
4123 Computer Maintenance	669	512	(157)		(157)	130.6%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	287	400	113		113	71.8%
4126 Postage	66	200	134		134	33.2%
4127 Telephone, Copier & repair	734	1,186	452		452	61.9%
4130 Cllrs Allowances	0	4,064	4,064		4,064	0.0%
4131 Cllrs Expenses & Training	0	150	150		150	0.0%
4137 Insurance	1,738	1,673	(65)		(65)	103.9%
4140 Audit and Accountancy	700	1,000	300		300	70.0%
4141 Legal Fees	3,006	1,500	(1,506)		(1,506)	200.4%
4142 Subscriptions	2,103	2,042	(61)		(61)	103.0%
4145 Refreshments	8	50	42		42	17.0%
4146 Room Hire - Meetings	723	700	(23)		(23)	103.3%
4147 Service Charge Parish room	800	800	0		0	100.0%
4160 PWLB	12,034	12,034	(0)		(0)	100.0%
Administration :- Indirect Expenditure	23,209	27,165	3,956	0	3,956	85.4%
6000 plus Tfr from EMR	3,000					
Movement to/(from) Gen Reserve	(20,209)					
102 Staff Costs						
1028 Training Recharge	80	0	(80)			0.0%
Staff Costs :- Income	80	0	(80)			
4100 Clerk Salary	11,813	11,982	169		169	98.6%
4105 NI	446	450	4		4	99.1%
4106 Pension contributions ER	2,601	2,600	(1)		(1)	100.0%
4109 Training - Staff	218	350	132		132	62.3%
4110 Travelling Expenses - Staff	52	125	73		73	41.5%
Staff Costs :- Indirect Expenditure	15,130	15,507	377	0	377	97.6%
Movement to/(from) Gen Reserve	(15,050)					

Detailed Income & Expenditure by Budget Heading 31/03/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	2,800	0	(2,800)			0.0%
Events :- Income	<u>2,800</u>	<u>0</u>	<u>(2,800)</u>			
4200 POP Expenses	913	0	(913)		(913)	0.0%
4252 POP Grants	2,500	2,500	0		0	100.0%
Events :- Indirect Expenditure	<u>3,413</u>	<u>2,500</u>	<u>(913)</u>	<u>0</u>	<u>(913)</u>	<u>136.5%</u>
Net Income over Expenditure	<u>(612)</u>	<u>(2,500)</u>	<u>(1,888)</u>			
6000 plus Tfr from EMR	612					
Movement to/(from) Gen Reserve	<u>(0)</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	1,250	3,000	1,750		1,750	41.7%
4253 S137 Grants	2,840	0	(2,840)		(2,840)	0.0%
Community Contributions :- Indirect Expenditure	<u>5,090</u>	<u>4,000</u>	<u>(1,090)</u>	<u>0</u>	<u>(1,090)</u>	<u>127.2%</u>
Movement to/(from) Gen Reserve	<u>(5,090)</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	2,975	4,700	1,725		1,725	63.3%
4301 Bus Shelters Maintenance	2,830	1,000	(1,830)		(1,830)	283.0%
4302 Cleaning	2,585	2,860	275		275	90.4%
4303 Dog & Litter	553	620	67		67	89.2%
4304 Grass Cutting	4,175	5,750	1,575		1,575	72.6%
4306 Play Areas	861	1,200	339		339	71.7%
4307 Public Benches	29	1,000	971		971	2.9%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	902	890	(12)		(12)	101.3%
4331 Village Enhancement	1,600	1,500	(100)		(100)	106.7%
Amenities :- Indirect Expenditure	<u>16,510</u>	<u>19,945</u>	<u>3,435</u>	<u>0</u>	<u>3,435</u>	<u>82.8%</u>
Movement to/(from) Gen Reserve	<u>(16,510)</u>					
<u>401 Special Projects</u>						
4400 Contingencies	5,163	5,000	(163)	5,000	(5,163)	203.3%
4420 Parish Plan Update	0	2,500	2,500		2,500	0.0%
4430 Sea Defence	714	10,000	9,286		9,286	7.1%
Special Projects :- Indirect Expenditure	<u>5,877</u>	<u>17,500</u>	<u>11,623</u>	<u>5,000</u>	<u>6,623</u>	<u>62.2%</u>
Movement to/(from) Gen Reserve	<u>(5,877)</u>					

Detailed Income & Expenditure by Budget Heading 31/03/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	87,622	85,031	(2,591)			103.0%
Expenditure	69,228	86,617	17,389	5,000	12,389	85.7%
Net Income over Expenditure	<u>18,395</u>	<u>(1,586)</u>	<u>(19,981)</u>			
plus Tfr from EMR	3,612					
Movement to/(from) Gen Reserve	<u>22,007</u>					

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			208.11	
200	Current & Saver Bank A/c			79,981.23	
201	Business BR Tracker A/c			27,888.21	
203	Petty Cash			72.00	
204	Pagaham on Parade			101.33	
310	General Reserves				14,227.99
320	EMR Pagham on Parade				514.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				22,000.00
500	Creditors				4,089.66
510	Accruals				5,687.53
515	Barclaycard				113.76
1000	Rent	100	Income		10.00
1026	Donations	100	Income		3,736.00
1027	POP Donations	201	Events		2,800.11
1028	Training Recharge	102	Staff Costs		80.00
1076	Precept	100	Income		80,917.00
1090	Interest	100	Income		79.20
4100	Clerk Salary	102	Staff Costs	11,812.85	
4105	NI	102	Staff Costs	446.10	
4106	Pension contributions ER	102	Staff Costs	2,601.02	
4109	Training - Staff	102	Staff Costs	218.00	
4110	Travelling Expenses - Staff	102	Staff Costs	51.89	
4119	Website	101	Administration	309.90	
4121	Bank Charges	101	Administration	30.00	
4123	Computer Maintenance	101	Administration	668.71	
4125	Printing & Stationery	101	Administration	287.16	
4126	Postage	101	Administration	66.37	
4127	Telephone, Copier & repair	101	Administration	734.02	
4137	Insurance	101	Administration	1,737.59	
4140	Audit and Accountancy	101	Administration	700.00	
4141	Legal Fees	101	Administration	3,006.00	
4142	Subscriptions	101	Administration	2,103.09	
4145	Refreshments	101	Administration	8.49	
4146	Room Hire - Meetings	101	Administration	723.25	
4147	Service Charge Parish room	101	Administration	800.00	
4160	PWLB	101	Administration	12,034.22	
4200	POP Expenses	201	Events	912.52	
4250	Churchyard Upkeep	202	Community Contributions	1,000.00	
4251	Discretionary Grants	202	Community Contributions	1,250.00	
4252	POP Grants	201	Events	2,500.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4253	S137 Grants	202	Community Contributions	2,840.00	
4300	Parish General Maintenance	301	Amenities	2,974.63	
4301	Bus Shelters Maintenance	301	Amenities	2,830.00	
4302	Cleaning	301	Amenities	2,585.00	
4303	Dog & Litter	301	Amenities	553.32	
4304	Grass Cutting	301	Amenities	4,175.00	
4306	Play Areas	301	Amenities	860.72	
4307	Public Benches	301	Amenities	29.38	
4320	Public Lighting	301	Amenities	901.58	
4331	Village Enhancement	301	Amenities	1,600.00	
4400	Contingencies	401	Special Projects	5,162.90	
4430	Sea Defence	401	Special Projects	714.00	
6000	Tfr from EMR	101	Administration		3,000.00
6000	Tfr from EMR	201	Events		612.00
Trial Balance Totals :				177,478.59	177,478.59
Difference				0.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,642.20	
200	Current & Saver Bank A/c			99,938.89	
201	Business BR Tracker A/c			27,888.21	
203	Petty Cash			56.25	
204	Pagaham on Parade			101.33	
310	General Reserves				36,234.59
320	EMR Pagham on Parade				514.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				19,900.00
510	Accruals				100.00
1027	POP Donations	201	Events		160.00
1076	Precept	100	Income		40,583.50
4100	Clerk Salary	102	Staff Costs	1,349.75	
4110	Travelling Expenses - Staff	102	Staff Costs	5.85	
4121	Bank Charges	101	Administration	2.50	
4127	Telephone, Copier & repair	101	Administration	46.50	
4131	Cllrs Expenses & Training	101	Administration	9.90	
4140	Audit and Accountancy	101	Administration		400.00
4141	Legal Fees	101	Administration	4,428.00	
4142	Subscriptions	101	Administration	1,905.57	
4146	Room Hire - Meetings	101	Administration	52.50	
4147	Service Charge Parish room	101	Administration	200.00	
4160	PWLB	101	Administration	6,017.11	
4301	Bus Shelters Maintenance	301	Amenities		2,380.00
4302	Cleaning	301	Amenities	55.00	
4303	Dog & Litter	301	Amenities	10.00	
4304	Grass Cutting	301	Amenities	540.00	
4320	Public Lighting	301	Amenities		78.13
4331	Village Enhancement	301	Amenities		1,600.00
4400	Contingencies	401	Special Projects		3,928.00
4440	Housing opposition	401	Special Projects	3,340.00	
6000	Tfr from EMR	401	Special Projects		2,100.00
Trial Balance Totals :				147,589.56	147,589.56
Difference				0.00	

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Pagham on Parade	1,126.34	-612.00	514.34
321 EMR Flood Defence Reserve	1,752.00	10,000.00	11,752.00
322 EMR Prudent reserve	27,859.00		27,859.00
323 EMR Housing	0.00	22,000.00	22,000.00
	<u>30,737.34</u>	<u>31,388.00</u>	<u>62,125.34</u>

A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	234.72	
	01/04/2017	DD010417	Cashbook	Phone and broadband	8.90	
	11/04/2017	201571	Cashbook	Q4 street lighting	6.37	
	11/04/2017	201570	Cashbook	2020 Traffic Consultancy	440.00	
	02/05/2017	68	Cashbook	VAT refund Q4 2016/17		234.72
	02/05/2017	DD020517	Cashbook	Phone and broadband	8.90	
	16/05/2017	201581	Cashbook	Internal audit fee 16/17	60.00	
	30/05/2017	201584	Cashbook	Support 2017/18	23.20	
	30/05/2017	201585	Cashbook	Bench maint/repairs/gate locks	333.00	
	01/06/2017	DD010617	Cashbook	Phone and broadband	8.90	
	13/06/2017	201589	Cashbook	Admin Support JWAAC H&T sub gp	27.00	
	27/06/2017	201590	Cashbook	RoSPA report 2017	34.30	
	27/06/2017	201591	Cashbook	Stationery	9.58	
	02/07/2017	DD020717	Cashbook	Broadband and phone charges	8.90	
	04/07/2017	201595	Cashbook	Expenses	5.88	
	11/07/2017	201594	Cashbook	Meeting procedure training	16.00	
	25/07/2017	201597	Cashbook	Street light maintenance	81.25	
	25/07/2017	201598	Cashbook	Legal and finance training day	18.00	
	25/07/2017	201600	Cashbook	Electricity Q1 2017/18	6.31	
	01/08/2017	005/17	Cashbook	VAT rebate		960.15
	07/08/2017	DD070817	Cashbook	Phone and broadband charges	8.90	
	08/08/2017	201602	Cashbook	HCI Data Ltd	13.98	
	06/09/2017	DD060917	Cashbook	Phone and broadband	8.90	
	19/09/2017	201611	Cashbook	PoP plaques	30.05	
	19/09/2017	201614	Cashbook	Copier charges	22.12	
	03/10/2017	201617	Cashbook	External audit fee	80.00	
	17/10/2017	DD021017	Cashbook	Phone and broadband	8.90	
	17/10/2017	201642	Cashbook	q2 payment	6.07	
	17/10/2017	201647	Cashbook	planning cond 13	104.00	
	26/10/2017	011/17	Cashbook	VAT refund Q2 2017		220.29
	01/11/2017	DD011117	Cashbook	Phone and broadband	8.90	
	14/11/2017	201650	Cashbook	Cut back verge along Pagham Rd	108.00	
	14/11/2017	201652	Cashbook	Stationery	7.57	
	02/12/2017	DD021217	Cashbook	Phone and broadband	9.22	
	01/01/2018	DD010118	Cashbook	Phone and broadband	9.30	
	02/01/2018	201658	Cashbook	Stationery & office equipment	8.89	
	16/01/2018	201661	Cashbook	Hook Lane gatepost replacement	106.80	
	16/01/2018	201663	Cashbook	Q3 electricity supply	6.00	
	31/01/2018	014/17	Cashbook	VAT refund		341.55
	05/02/2018	DD050218	Cashbook	Phone and broadband	9.30	
	13/02/2018	201669	Cashbook	GDPR training	9.60	
	13/02/2018	201670	Cashbook	Paddock closure notice	7.20	
	27/02/2018	201672	Cashbook	reimburse expenditure	3.93	
	27/02/2018	201675	Cashbook	Stationery	14.05	

A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)				Debit	Credit
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
04/03/2018	DD040318	Cashbook	Phone and broadband charges		9.30	
13/03/2018	201676	Cashbook	Dog Bin emptying		16.66	
13/03/2018	201677	Cashbook	Copier charges		15.97	
Account VAT Control A/c				Account Totals	<u>1,964.82</u>	<u>1,756.71</u>
Centre				Net Closing Balance	208.11	

A/c Code	110 Prepayments				Annual Budget	0
Centre	(none)				Debit	Credit
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
Account Prepayments				Account Totals	<u>0.00</u>	<u>0.00</u>
Centre				Net Closing Balance		0.00

A/c Code	200 Current & Saver Bank A/c				Annual Budget	0
Centre	(none)				Debit	Credit
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Refer to Cashbook For Details		
Account Current & Saver Bank A/c				Account Totals		
Centre				Refer to Cashbook		

A/c Code	201 Business BR Tracker A/c				Annual Budget	0
Centre	(none)				Debit	Credit
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Refer to Cashbook For Details		
Account Business BR Tracker A/c				Account Totals		
Centre				Refer to Cashbook		

A/c Code	203 Petty Cash				Annual Budget	0
Centre	(none)				Debit	Credit
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Refer to Cashbook For Details		

A/c Code 203 Petty Cash

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Petty Cash				Account Totals	
Centre				Refer to Cashbook	

A/c Code 204 Pagaham on Parade

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Pagaham on Parade				Account Totals	
Centre				Refer to Cashbook	

A/c Code 300 Current Year Fund

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Current Year Fund				Account Totals	
Centre				Net Closing Balance	

A/c Code 310 General Reserves

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account General Reserves				Account Totals	
Centre				Net Closing Balance	

A/c Code 320 EMR Pagham on Parade

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account EMR Pagham on Parade				Account Totals	
Centre				Net Closing Balance	

A/c Code 320 EMR Pagham on Parade

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
31/03/2018	108	Journal	Reverse journal 103		612.00
31/03/2018	109	Journal	Pop made loss	612.00	
17/04/2018	103	Journal	PoP loss from EMR	612.00	
Account EMR Pagham on Parade				Account Totals	1,224.00
Centre				Net Closing Balance	1,738.34

A/c Code 321 EMR Flood Defence Reserve

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	1,752.00
27/06/2017	84	Journal	Additonal Flood Defence Res		10,000.00
Account EMR Flood Defence Reserve				Account Totals	0.00
Centre				Net Closing Balance	11,752.00

A/c Code 322 EMR Prudent reserve

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	27,859.00
Account EMR Prudent reserve				Account Totals	0.00
Centre				Net Closing Balance	27,859.00

A/c Code 323 EMR Housing

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
27/06/2017	84	Journal	New Housing Reserve		25,000.00
21/02/2018	201671	Cashbook	On account	3,000.00	
Account EMR Housing				Account Totals	3,000.00
Centre				Net Closing Balance	22,000.00

A/c Code 500 Creditors

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
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A/c Code 500 Creditors

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	4,590.53
01/04/2017	69	Journal	TalkTalk March 2017	44.50	
01/04/2017	70	Journal	Barclays charges	2.50	
01/04/2017	71	Journal	PVHT March 2017	56.00	
01/04/2017	72	Journal	SSE Q4 2017	127.53	
01/04/2017	73	Journal	ProcessMatters Q4 2017	240.00	
01/04/2017	74	Journal	BA Small March 2017	220.00	
01/04/2017	75	Journal	BA Small March 2017	40.00	
01/04/2017	76	Journal	Consultants Report March 2017	2,200.00	
01/04/2017	77	Journal	Petra Billings March 17	1,350.00	
01/04/2017	78	Journal	Local Lawns March 2017	310.00	
18/03/2018	95	Journal	TalkTalk		46.50
19/03/2018	92	Journal	Barclays bank charges		2.50
27/03/2018	91	Journal	Barlow Robbins solicitors bal		3,928.00
29/03/2018	93	Journal	Viking		37.66
31/03/2018	94	Journal	Pagham Village Hall Trust		75.00
Account Creditors				Account Totals	4,590.53
Centre				Net Closing Balance	4,089.66

A/c Code 510 Accruals

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	6,284.00
01/04/2017	79	Journal	RS Hall Internal Audit	400.00	
01/04/2017	80	Journal	PKF Littlejohn	400.00	
01/04/2017	81	Journal	Members allowances	4,064.00	
01/04/2017	82	Journal	Bench repairs Smart Landscapes	1,420.00	
17/04/2018	96	Journal	RS Hall		300.00
17/04/2018	97	Journal	Moore Stephens		400.00
17/04/2018	98	Journal	SSE Q4 2017/18		127.53
17/04/2018	99	Journal	BA Small		780.00
17/04/2018	100	Journal	Bus shelter repairs		2,380.00
17/04/2018	101	Journal	Fingerpost		1,600.00
17/04/2018	104	Journal	Accountancy and audit		100.00
Account Accruals				Account Totals	6,284.00
Centre				Net Closing Balance	5,687.53

A/c Code	515 Barclaycard				Annual Budget	0
Centre	(none)					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00
20/11/2017	89	Journal	Scan Station Computer			438.95
30/01/2018	201665	Cashbook	clear balance	438.95		
28/03/2018	90	Journal	ScanStation Computers			113.76
Account Barclaycard				Account Totals	438.95	552.71
Centre				Net Closing Balance		113.76

A/c Code	1000 Rent				Annual Budget	10
Centre	100 Income					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00
03/07/2017	STO030717	Cashbook	Annual rent			10.00
11/07/2017	201593	Cashbook	Room Hire	56.25		
07/08/2017	85	Journal	correct post to wrong code			56.25
13/03/2018	201678	Cashbook	Room hire	67.50		
18/04/2018	105	Journal	Incorrect posting			67.50
Account Rent				Account Totals	123.75	133.75
Centre Income				Net Closing Balance		10.00

A/c Code	1025 Grants				Annual Budget	0
Centre	100 Income					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00
25/07/2017	201601	Cashbook	Donation - church roof fund	1,000.00		
07/08/2017	86	Journal	Incorrect posting			1,000.00
16/01/2018	201644	Cashbook	joint chq proceeds nye party	308.00		
27/02/2018	201674	Cashbook	Silent soldier project	250.00		
18/04/2018	106	Journal	Incorrect posting			308.00
18/04/2018	107	Journal	Incorrect posting			250.00
Account Grants				Account Totals	1,558.00	1,558.00
Centre Income				Net Closing Balance		0.00

A/c Code	1026 Donations				Annual Budget	4,064
Centre	100 Income					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00
05/01/2018	012/17	Cashbook	Incorrect payments to PPC			308.00

A/c Code 1026 Donations

Centre 100 Income

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
10/01/2018	013/17	Cashbook	Contribution to BEM reception		180.00
17/04/2018	102	Journal	Members allowances trf		3,556.00
18/04/2018	106	Journal	Incorrect posting	308.00	
Account Donations				Account Totals	308.00
Centre Income				Net Closing Balance	3,736.00

A/c Code 1027 POP Donations

Annual Budget 0

Centre 201 Events

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
10/05/2017	69	Cashbook	PoP stall holder fee		5.00
04/08/2017	006/17	Cashbook	PoP stall fees		50.00
13/09/2017	007/17	Cashbook	DPC and PoP payments		10.00
14/09/2017	008/17	Cashbook	PoP proceeds		1,910.11
19/09/2017	009/17	Cashbook	PoP proceeds		825.00
Account POP Donations				Account Totals	0.00
Centre Events				Net Closing Balance	2,800.11

A/c Code 1028 Training Recharge

Annual Budget 0

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
31/03/2018	110	Journal	Recharge of Training costs		80.00
Account Training Recharge				Account Totals	0.00
Centre Staff Costs				Net Closing Balance	80.00

A/c Code 1076 Precept

Annual Budget 80,917

Centre 100 Income

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
07/04/2017	67	Cashbook	Precept payment 1		40,458.50
15/09/2017	010/17	Cashbook	Precept pt 2		40,458.50
Account Precept				Account Totals	0.00
Centre Income				Net Closing Balance	80,917.00

A/c Code	1090 Interest				Annual Budget	40
Centre	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		0.00
	04/12/2017	013/17	Cashbook	interest		16.63
	04/12/2017	BR001/17	Cashbook	Interest		4.89
	05/03/2018	015/17	Cashbook	Interest		43.78
	05/03/2018	BR002/17	Cashbook	Interest		13.90
		Account Interest		Account Totals	0.00	79.20
		Centre Income		Net Closing Balance		79.20

A/c Code	4100 Clerk Salary				Annual Budget	11,982
Centre	102 Staff Costs					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	12/04/2017	DD200417	Cashbook	Payroll	939.16	
	12/05/2017	DD120517	Cashbook	Payroll	939.16	
	12/06/2017	DD120617	Cashbook	Payroll	939.16	
	12/06/2017	DD120617	Cashbook	Payroll adjustment - admin err	0.50	
	13/07/2017	DD130717	Cashbook	Payroll	939.16	
	12/08/2017	DD120817	Cashbook	Salary	980.03	
	14/08/2017	DD140817	Cashbook	Salary - August	55.38	
	14/08/2017	DD210717	Cashbook	Salary - adj for July actual		55.38
	12/09/2017	DD120917	Cashbook	Payroll	980.03	
	12/10/2017	DD121017	Cashbook	Payroll	980.03	
	25/10/2017	CORRECT	Cashbook	No adj for July reqd	55.38	
	20/11/2017	DD121117	Cashbook	Payroll	980.03	
	12/12/2017	DD121217	Cashbook	Payroll	980.03	
	12/01/2018	120118	Cashbook	Salaryadjustment	64.04	
	12/01/2018	DD120118	Cashbook	payroll	1,044.07	
	12/01/2018	120118	Cashbook	Payroll correction		64.04
	12/02/2018	DD120218	Cashbook	Payroll	1,044.06	
	12/03/2018	DD120318	Cashbook	Payroll	1,012.05	
		Account Clerk Salary		Account Totals	11,932.27	119.42
		Centre Staff Costs		Net Closing Balance	11,812.85	

A/c Code	4105 NI				Annual Budget	450
Centre	102 Staff Costs					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	12/04/2017	DD200417	Cashbook	Payroll	35.76	
	12/05/2017	DD120517	Cashbook	Payroll	35.76	

A/c Code 4105 NI

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
12/06/2017	DD120617	Cashbook	Payroll	35.76		
13/07/2017	DD130717	Cashbook	Payroll	35.76		
12/08/2017	DD120817	Cashbook	Salary	41.40		
12/10/2017	DD121017	Cashbook	Payroll	41.40		
12/10/2017	DD121017	Cashbook	Payroll adj	41.40		
20/11/2017	DD121117	Cashbook	Payroll	41.40		
12/12/2017	DD121217	Cashbook	Payroll	41.40		
12/01/2018	120118	Cashbook	Salaryadjustment	8.84		
12/01/2018	120118	Cashbook	Payroll correction		8.84	
12/02/2018	DD120218	Cashbook	Payroll	50.24		
12/03/2018	DD120318	Cashbook	Payroll	45.82		
Account NI				Account Totals	454.94	8.84
Centre Staff Costs				Net Closing Balance	446.10	

A/c Code 4106 Pension contributions ER

Annual Budget 2,600

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
12/04/2017	DD200417	Cashbook	Payroll	203.80		
12/05/2017	DD120517	Cashbook	Payroll	203.80		
12/06/2017	DD120617	Cashbook	Payroll	203.30		
13/07/2017	DD130717	Cashbook	Payroll	203.80		
12/08/2017	DD120817	Cashbook	Salary	212.67		
12/09/2017	DD120917	Cashbook	Payroll	212.67		
12/10/2017	DD121017	Cashbook	Payroll	212.67		
20/11/2017	DD121117	Cashbook	Payroll	212.67		
12/12/2017	DD121217	Cashbook	Payroll	212.67		
12/01/2018	120118	Cashbook	Salaryadjustment	13.89		
12/01/2018	DD120118	Cashbook	payroll	226.56		
12/01/2018	DD120118	Cashbook	payroll	50.24		
12/01/2018	120118	Cashbook	Payroll correction		13.89	
12/02/2018	DD120218	Cashbook	Payroll	226.56		
12/03/2018	DD120318	Cashbook	Payroll	219.61		
Account Pension contributions ER				Account Totals	2,614.91	13.89
Centre Staff Costs				Net Closing Balance	2,601.02	

A/c Code 4109 Training - Staff

Annual Budget 350

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
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A/c Code 4109 Training - Staff

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
11/07/2017	201594	Cashbook	Meeting procedure training	80.00	
19/07/2017	004/17	Cashbook	contribution to training costs		40.00
25/07/2017	201598	Cashbook	Legal and finance training day	90.00	
13/09/2017	007/17	Cashbook	DPC and PoP payments		45.00
18/09/2017	007/17	Cashbook	Correct error on paying in	5.00	
13/02/2018	201669	Cashbook	GDPR training	48.00	
31/03/2018	110	Journal	Recharge of Training costs	80.00	
Account Training - Staff				Account Totals	
				303.00	85.00
Centre Staff Costs				Net Closing Balance	218.00

A/c Code 4110 Travelling Expenses - Staff

Annual Budget

125

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
11/05/2017	PC002/17	Cashbook	Reimbursement mileage	5.85	
28/06/2017	PC004/17	Cashbook	Mileage and parking	11.40	
26/07/2017	PC007/17	Cashbook	Expenses - training days	18.34	
20/09/2017	PC009/17	Cashbook	Travel expenses - ADC	13.60	
11/12/2017	PC014/17	Cashbook	reimburse travel costs	2.70	
Account Travelling Expenses - Staff				Account Totals	
				51.89	0.00
Centre Staff Costs				Net Closing Balance	51.89

A/c Code 4119 Website

Annual Budget

624

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
25/04/2017	201578	Cashbook	Website maintenance	240.00	
08/08/2017	201603	Cashbook	ProcessMatters2 website maint	240.00	
08/08/2017	201602	Cashbook	HCI Data Ltd	69.90	
25/10/2017	88	Journal	Jnl website to computer		240.00
Account Website				Account Totals	
				549.90	240.00
Centre Administration				Net Closing Balance	309.90

A/c Code	4121 Bank Charges				Annual Budget	30
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2017	70	Journal	Barclays charges			2.50
03/04/2017	DD030417	Cashbook	Bank charges	2.50		
10/05/2017	DD100517	Cashbook	Bank charges	2.50		
06/06/2017	DD060617	Cashbook	Bank charges	2.50		
05/07/2017	DD050717	Cashbook	Bank charges	2.50		
04/08/2017	DD040817	Cashbook	bank charge	2.50		
05/09/2017	DD050917	Cashbook	Bank charges	2.50		
05/10/2017	DD051017	Cashbook	Bank charges	2.50		
06/11/2017	DD061117	Cashbook	Bank charges	2.50		
16/11/2017	DD041217	Cashbook	Bank charges	2.50		
09/01/2018	DD090118	Cashbook	Bank charges	2.50		
05/02/2018	DD050218	Cashbook	Bank charges	2.50		
13/03/2018	DD070318	Cashbook	Bank charges	2.50		
19/03/2018	92	Journal	Barclays bank charges	2.50		
Account Bank Charges				Account Totals	32.50	2.50
Centre Administration				Net Closing Balance	30.00	

A/c Code	4123 Computer Maintenance				Annual Budget	512
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2017	73	Journal	ProcessMatters Q4 2017			240.00
30/05/2017	201584	Cashbook	Support 2017/18	116.00		
25/10/2017	88	Journal	Jnl website to computer	240.00		
20/11/2017	89	Journal	Scan Station Computer	438.95		
28/03/2018	90	Journal	ScanStation Computers	113.76		
Account Computer Maintenance				Account Totals	908.71	240.00
Centre Administration				Net Closing Balance	668.71	

A/c Code	4125 Printing & Stationery				Annual Budget	400
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
27/06/2017	201591	Cashbook	Stationery	47.92		
14/11/2017	201652	Cashbook	Stationery	37.85		
30/11/2017	30.11.17	Cashbook	Stationery			7.00
02/01/2018	201658	Cashbook	Stationery & office equipment	44.46		
27/02/2018	201675	Cashbook	Stationery	126.27		

A/c Code 4125 Printing & Stationery

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
29/03/2018	93	Journal	Viking	37.66	
Account Printing & Stationery			Account Totals	294.16	7.00
Centre Administration			Net Closing Balance	287.16	

A/c Code 4126 Postage

Annual Budget

200

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
14/06/2017	PC003/17	Cashbook	recorded delivery	2.09	
27/06/2017	201591	Cashbook	Stationery	56.00	
28/06/2017	PC005/17	Cashbook	Recorded delivery letter	2.08	
27/09/2017	PC011/17	Cashbook	recorded delivery charge	6.45	
16/10/2017	PC013/17	Cashbook	Postage	1.75	
16/10/2017	PC013/17	Cashbook	Postage incorrectly recorded		1.75
16/10/2017	PC013/17	Cashbook	Postage	1.75	
31/10/2017		Cashbook	Buy stamps		2.00
Account Postage			Account Totals	70.12	3.75
Centre Administration			Net Closing Balance	66.37	

A/c Code 4127 Telephone, Copier & repair

Annual Budget

1,186

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
01/04/2017	69	Journal	TalkTalk March 2017		44.50
01/04/2017	DD010417	Cashbook	Phone and broadband	44.50	
02/05/2017	DD020517	Cashbook	Phone and broadband	44.50	
01/06/2017	DD010617	Cashbook	Phone and broadband	44.50	
02/07/2017	DD020717	Cashbook	Broadband and phone charges	44.50	
07/08/2017	DD070817	Cashbook	Phone and broadband charges	44.50	
06/09/2017	DD060917	Cashbook	Phone and broadband	44.50	
19/09/2017	201614	Cashbook	Copier charges	110.58	
17/10/2017	DD021017	Cashbook	Phone and broadband	44.50	
01/11/2017	DD011117	Cashbook	Phone and broadband	44.50	
02/12/2017	DD021217	Cashbook	Phone and broadband	46.12	
01/01/2018	DD010118	Cashbook	Phone and broadband	46.48	
05/02/2018	DD050218	Cashbook	Phone and broadband	46.50	
04/03/2018	DD040318	Cashbook	Phone and broadband charges	46.50	
13/03/2018	201677	Cashbook	Copier charges	79.84	
18/03/2018	95	Journal	TalkTalk	46.50	

A/c Code 4127 Telephone, Copier & repair

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account Telephone, Copier & repair				Account Totals	778.52	44.50
Centre Administration				Net Closing Balance	734.02	

A/c Code 4130 Cllrs Allowances

Annual Budget 4,064

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
01/04/2017	81	Journal	Members allowances		4,064.00	
12/10/2017	DD121017	Cashbook	Payroll adj	508.00		
17/04/2018	102	Journal	Members allowances trf	3,556.00		
Account Cllrs Allowances				Account Totals	4,064.00	4,064.00
Centre Administration				Net Closing Balance		0.00

A/c Code 4137 Insurance

Annual Budget 1,673

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
03/08/2017	201620	Cashbook	Insurance premium	1,737.59		
Account Insurance				Account Totals	1,737.59	0.00
Centre Administration				Net Closing Balance	1,737.59	

A/c Code 4140 Audit and Accountancy

Annual Budget 1,000

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
01/04/2017	79	Journal	RS Hall Internal Audit		400.00	
01/04/2017	80	Journal	PKF Littlejohn		400.00	
16/05/2017	201581	Cashbook	Internal audit fee 16/17	300.00		
03/10/2017	201617	Cashbook	External audit fee	400.00		
17/04/2018	96	Journal	RS Hall	300.00		
17/04/2018	97	Journal	Moore Stephens	400.00		
17/04/2018	104	Journal	Accountancy and audit	100.00		
Account Audit and Accountancy				Account Totals	1,500.00	800.00
Centre Administration				Net Closing Balance	700.00	

A/c Code	4141	Legal Fees				Annual Budget	1,500
Centre	101	Administration					
	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
	20/09/2017	PC010/17	Cashbook	Land Reg search fee		6.00	
	21/02/2018	201671	Cashbook	On account		3,000.00	
		Account	Legal Fees		Account Totals	3,006.00	0.00
		Centre	Administration		Net Closing Balance	3,006.00	

A/c Code	4142	Subscriptions				Annual Budget	2,042
Centre	101	Administration					
	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
	25/05/2017	201576	Cashbook	SALC/NALC subs		1,834.59	
	13/06/2017	201589	Cashbook	Admin Support JWAAC H&T sub gp		135.00	
	16/01/2018	201659	Cashbook	refund half SLCC fees		82.50	
	30/01/2018	201666	Cashbook	subscription		15.00	
	22/02/2018	201673	Cashbook	Subscription		36.00	
		Account	Subscriptions		Account Totals	2,103.09	0.00
		Centre	Administration		Net Closing Balance	2,103.09	

A/c Code	4145	Refreshments				Annual Budget	50
Centre	101	Administration					
	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
	11/05/2017	PC001/17	Cashbook	Refreshments		1.99	
	10/08/2017	PC008/17	Cashbook	Teabags		2.00	
	05/10/2017	PC012/17	Cashbook	Coffee		4.00	
	04/03/2018	PC15/17	Cashbook	Milk		0.50	
		Account	Refreshments		Account Totals	8.49	0.00
		Centre	Administration		Net Closing Balance	8.49	

A/c Code	4146	Room Hire - Meetings				Annual Budget	700
Centre	101	Administration					
	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
	01/04/2017	71	Journal	PVHT March 2017			56.00
	11/04/2017	201573	Cashbook	Room hire March 2017		56.00	
	16/05/2017	201580	Cashbook	room hire		45.00	
	13/06/2017	201587	Cashbook	Room hire		82.00	

A/c Code 4146 Room Hire - Meetings

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
07/08/2017	85	Journal	correct post to wrong code	56.25	
08/08/2017	201605	Cashbook	Room hire	63.75	
19/09/2017	201612	Cashbook	Room hire Aug 17	33.75	
17/10/2017	201643	Cashbook	room hire	56.25	
14/11/2017	201649	Cashbook	Room hire	78.75	
12/12/2017	201654	Cashbook	Room hire	52.50	
16/01/2018	201664	Cashbook	Room hire	37.50	
13/02/2018	201668	Cashbook	Room hire	75.00	
31/03/2018	94	Journal	Pagham Village Hall Trust	75.00	
18/04/2018	105	Journal	Incorrect posting	67.50	

Account **Room Hire - Meetings**

Account Totals

779.25**56.00**Centre **Administration**

Net Closing Balance

723.25

A/c Code 4147 Service Charge Parish room

Annual Budget

800

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance	0.00	
03/04/2017	STO030417	Cashbook	Standing charge office	200.00	
03/07/2017	STO030717	Cashbook	Service charge office	200.00	
02/10/2017	STO021017	Cashbook	Standing Order Office	200.00	
02/01/2018	STO020118	Cashbook	Service charge	200.00	
15/02/2018	STO020118	Cashbook	Office service charge	200.00	
15/02/2018	STO020118	Cashbook	correction - date wrong		200.00

Account **Service Charge Parish room**

Account Totals

1,000.00**200.00**Centre **Administration**

Net Closing Balance

800.00

A/c Code 4160 PWLB

Annual Budget

12,034

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance	0.00	
21/04/2017	DD210417	Cashbook	PWLB payment	6,017.11	
23/10/2017	DD231017	Cashbook	Loan payment	6,017.11	

Account **PWLB**

Account Totals

12,034.22**0.00**Centre **Administration**

Net Closing Balance

12,034.22

A/c Code	4200 POP Expenses				Annual Budget	0
Centre	201 Events					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	25/04/2017	201577	Cashbook	Steel band PoP deposit	50.00	
	08/08/2017	201606	Cashbook	PoP balance due	200.00	
	19/09/2017	201615	Cashbook	reimburse PoP expenses	321.51	
	19/09/2017	201609	Cashbook	Reimburse PoP expenses	119.80	
	19/09/2017	201610	Cashbook	reimburse PoP expenses	70.96	
	19/09/2017	201611	Cashbook	PoP plaques	150.25	
			Account POP Expenses	Account Totals	912.52	0.00
			Centre Events	Net Closing Balance	912.52	
A/c Code	4250 Churchyard Upkeep				Annual Budget	1,000
Centre	202 Community Contributions					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	03/10/2017	201628	Cashbook	Graveyard upkeep and roof	1,000.00	
			Account Churchyard Upkeep	Account Totals	1,000.00	0.00
			Centre Community Contributions	Net Closing Balance	1,000.00	
A/c Code	4251 Discretionary Grants				Annual Budget	3,000
Centre	202 Community Contributions					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	07/08/2017	86	Journal	Incorrect posting	1,000.00	
	18/04/2018	107	Journal	Incorrect posting	250.00	
			Account Discretionary Grants	Account Totals	1,250.00	0.00
			Centre Community Contributions	Net Closing Balance	1,250.00	
A/c Code	4252 POP Grants				Annual Budget	2,500
Centre	201 Events					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	03/10/2017	201620	Cashbook	PoP grant	200.00	
	03/10/2017	201621	Cashbook	PoP Grant	200.00	
	03/10/2017	201622	Cashbook	PoP grant & Disc grant	500.00	
	03/10/2017	201626	Cashbook	PoP grant	200.00	
	03/10/2017	201627	Cashbook	PoP grant	200.00	
	03/10/2017	201628	Cashbook	Graveyard upkeep and roof	200.00	

A/c Code 4252 POP Grants

Centre 201 Events

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
03/10/2017	201631	Cashbook	PoP grant	200.00	
03/10/2017	201634	Cashbook	PoP grant	200.00	
03/10/2017	201638	Cashbook	PoP grant	200.00	
03/10/2017	201639	Cashbook	PoP grant	200.00	
03/10/2017	201640	Cashbook	PoP grant	200.00	

Account POP Grants

Account Totals

2,500.00

0.00

Centre Events

Net Closing Balance

2,500.00

A/c Code 4253 S137 Grants

Annual Budget

0

Centre 202 Community Contributions

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance	0.00	
03/10/2017	201622	Cashbook	PoP grant & Disc grant	350.00	
03/10/2017	201623	Cashbook	Disc grant	130.00	
03/10/2017	201624	Cashbook	Disc grant	200.00	
03/10/2017	201625	Cashbook	Disc grant	250.00	
03/10/2017	201629	Cashbook	Disc grant	250.00	
03/10/2017	201630	Cashbook	Disc grant	160.00	
03/10/2017	201632	Cashbook	Disc grant	500.00	
03/10/2017	201633	Cashbook	Disc grant	500.00	
03/10/2017	201635	Cashbook	Disc grant	150.00	
03/10/2017	201636	Cashbook	Disc grant	50.00	
03/10/2017	201637	Cashbook	Disc grant	300.00	

Account S137 Grants

Account Totals

2,840.00

0.00

Centre Community Contributions

Net Closing Balance

2,840.00

A/c Code 4300 Parish General Maintenance

Annual Budget

4,700

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance	0.00	
01/04/2017	82	Journal	Bench repairs Smart Landscapes		1,420.00
09/06/2017	83	Journal	Should be Gen Maint	1,570.00	
08/08/2017	201604	Cashbook	Grass cut and hedge cut	800.00	
14/11/2017	201650	Cashbook	Cut back verge along Pagham Rd	540.00	
30/01/2018	201667	Cashbook	Contribution to reopen toilets	1,429.00	
13/02/2018	201670	Cashbook	Paddock closure notice	36.00	
27/02/2018	201672	Cashbook	reimburse expenditure	19.63	

A/c Code 4300 Parish General Maintenance

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account Parish General Maintenance				Account Totals	4,394.63	1,420.00
Centre Amenities				Net Closing Balance	2,974.63	

A/c Code 4301 Bus Shelters Maintenance

Annual Budget 1,000

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
25/07/2017	201599	Cashbook	Bus shelter repair	450.00		
17/04/2018	100	Journal	Bus shelter repairs	2,380.00		
Account Bus Shelters Maintenance				Account Totals	2,830.00	0.00
Centre Amenities				Net Closing Balance	2,830.00	

A/c Code 4302 Cleaning

Annual Budget 2,860

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
				Opening Balance	0.00	
01/04/2017	74	Journal	BA Small March 2017		220.00	
25/04/2017	201574	Cashbook	Bins/Bus shelter/play areas	220.00		
13/06/2017	201588	Cashbook	Bins/bus shelter/play areas	220.00		
27/06/2017	201588	Cashbook	Bins Play areas Bus shelters	275.00		
25/07/2017	201596	Cashbook	Bus shelters, play areas, bins	220.00		
03/10/2017	201618	Cashbook	Bus shelters bins play areas	495.00		
14/11/2017	201651	Cashbook	Bus shelters bins play areas	275.00		
02/01/2018	201657	Cashbook	Bus shelters bins play areas	220.00		
16/01/2018	201662	Cashbook	Bus shelters play areas bins	220.00		
17/04/2018	99	Journal	BA Small	660.00		
Account Cleaning				Account Totals	2,805.00	220.00
Centre Amenities				Net Closing Balance	2,585.00	

A/c Code 4303 Dog & Litter

Annual Budget 620

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2017	75	Journal	BA Small March 2017		40.00
25/04/2017	201574	Cashbook	Bins/Bus shelter/play areas	40.00	
13/06/2017	201588	Cashbook	Bins/bus shelter/play areas	40.00	
27/06/2017	201588	Cashbook	Bins Play areas Bus shelters	50.00	

A/c Code 4303 Dog & Litter

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
25/07/2017	201596	Cashbook	Bus shelters, play areas, bins	40.00	
03/10/2017	201618	Cashbook	Bus shelters bins play areas	90.00	
14/11/2017	201651	Cashbook	Bus shelters bins play areas	50.00	
02/01/2018	201657	Cashbook	Bus shelters bins play areas	40.00	
16/01/2018	201662	Cashbook	Bus shelters play areas bins	40.00	
13/03/2018	201676	Cashbook	Dog Bin emptying	83.32	
17/04/2018	99	Journal	BA Small	120.00	
Account Dog & Litter			Account Totals	593.32	40.00
Centre Amenities			Net Closing Balance	553.32	

A/c Code 4304 Grass Cutting

Annual Budget

5,750

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2017	78	Journal	Local Lawns March 2017		310.00
16/05/2017	201579	Cashbook	Grass cutting	500.00	
25/05/2017	201575	Cashbook	Grass cutting	310.00	
16/06/2017	201586	Cashbook	Grass cutting	585.00	
11/07/2017	201592	Cashbook	Grass cutting	585.00	
08/08/2017	201604	Cashbook	Grass cut and hedge cut	450.00	
19/09/2017	201613	Cashbook	Grass cutting	585.00	
17/10/2017	201644	Cashbook	grass cutting	360.00	
14/11/2017	201648	Cashbook	Grass cutting	430.00	
02/01/2018	201656	Cashbook	Grass cutting & maintenance	360.00	
02/01/2018	201656	Cashbook	Hedge cutting	75.00	
27/03/2018	201679	Cashbook	Grass cutting	245.00	
Account Grass Cutting			Account Totals	4,485.00	310.00
Centre Amenities			Net Closing Balance	4,175.00	

A/c Code 4306 Play Areas

Annual Budget

1,200

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
30/05/2017	201585	Cashbook	Bench maint/repairs/gate locks	95.00	
27/06/2017	201590	Cashbook	RoSPA report 2017	171.50	
26/07/2017	PC006/17	Cashbook	Concrepair	8.00	
02/01/2018	201656	Cashbook	Grass cutting & maintenance	20.00	
16/01/2018	201660	Cashbook	refund cost of padlock	32.22	
16/01/2018	201661	Cashbook	Hook Lane gatepost replacement	534.00	

A/c Code 4306 Play Areas

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Play Areas			Account Totals	860.72	0.00
Centre Amenities			Net Closing Balance	860.72	

A/c Code 4307 Public Benches

Annual Budget 1,000

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Public Benches			Account Totals	1,599.38	1,570.00
Centre Amenities			Net Closing Balance	29.38	

A/c Code 4320 Public Lighting

Annual Budget 890

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Public Lighting			Account Totals	1,029.11	127.53
Centre Amenities			Net Closing Balance	901.58	

A/c Code 4331 Village Enhancement

Annual Budget 1,500

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Village Enhancement			Account Totals	1,600.00	0.00
Centre Amenities			Net Closing Balance	1,600.00	

A/c Code	4400 Contingencies				Annual Budget	5,000
Centre	401 Special Projects					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2017	76	Journal	Consultants Report March 2017		2,200.00	
01/04/2017	77	Journal	Petra Billings March 17		1,350.00	
11/04/2017	201570	Cashbook	2020 Traffic Consultancy	2,200.00		
11/04/2017	201572	Cashbook	Consultancy report planning	1,350.00		
16/05/2017	201582	Cashbook	Church Barton farm letter	75.00		
30/05/2017	201583	Cashbook	Letter re call in application	360.00		
17/10/2017	201641	Cashbook	Contribution to local plan	250.00		
17/10/2017	201645	Cashbook	local plan examination	194.00		
12/12/2017	201653	Cashbook	Investiture reception	280.00		
02/01/2018	201655	Cashbook	Reimburse BEM reception exp	75.90		
27/03/2018	91	Journal	Barlow Robbins solicitors bal	3,928.00		
Account Contingencies				Account Totals	8,712.90	3,550.00
Centre Special Projects				Net Closing Balance	5,162.90	

A/c Code	4430 Sea Defence				Annual Budget	10,000
Centre	401 Special Projects					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
19/09/2017	201608	Cashbook	Planning Cond discharge fee	97.00		
03/10/2017	201616	Cashbook	Reimburse planning fee	97.00		
17/10/2017	201647	Cashbook	planning cond 13	520.00		
Account Sea Defence				Account Totals	714.00	0.00
Centre Special Projects				Net Closing Balance	714.00	

A/c Code	6000 Tfr from EMR				Annual Budget	0
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
21/02/2018	201671	Cashbook	On account		3,000.00	
Account Tfr from EMR				Account Totals	0.00	3,000.00
Centre Administration				Net Closing Balance	3,000.00	

A/c Code	6000 Tfr from EMR				Annual Budget	0
Centre	201 Events					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	

A/c Code 6000 Tfr from EMR**Centre** 201 Events

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
31/03/2018	109	Journal	Pop made loss		612.00
Account Tfr from EMR			Account Totals	<u>0.00</u>	<u>612.00</u>
Centre Events			Net Closing Balance		612.00

31st March 2018

31st March 2019

Current Assets			
208	VAT Control A/c	1,531	
79,981	Current & Saver Bank A/c	103,185	
27,888	Business BR Tracker A/c	27,888	
72	Petty Cash	56	
101	Pagaham on Parade	101	
<u>108,251</u>			<u>132,762</u>
108,251	Total Assets		132,762
Current Liabilities			
4,090	Creditors	0	
5,688	Accruals	100	
114	Barclaycard	114	
<u>9,891</u>			<u>214</u>
98,360	Total Assets Less Current Liabilities		132,548
Represented By			
36,235	General Reserves		72,522
514	EMR Pagham on Parade		514
11,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
22,000	EMR Housing		19,900
<u>98,360</u>			<u>132,548</u>

The above statement represents fairly the financial position of the authority as at 30/04/2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Pagham Parish Council

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017		31st March 2018
	Operating Income	
110,340	Income	84,742
0	Staff Costs	80
3,113	Events	2,800
<u>113,453</u>	Total Income	<u>87,622</u>
	Running Costs	
24,527	Administration	23,209
14,342	Staff Costs	15,130
2,733	Events	3,413
4,350	Community Contributions	5,090
14,239	Amenities	16,510
21,698	Special Projects	5,877
<u>81,888</u>	Total Expenditure	<u>69,228</u>
	General Fund Analysis	
48,401	Opening Balance	49,228
113,453	Plus : Income for Year	87,622
<u>161,854</u>		<u>136,850</u>
81,888	Less : Expenditure for Year	69,228
<u>79,965</u>		<u>67,623</u>
30,737	Transfers TO / FROM Reserves	31,388
<u>49,228</u>	Closing Balance	<u>36,235</u>

Summary Income & Expenditure by Budget Heading 31/03/2018

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	84,742	85,031	289			99.7%
101	Administration	23,209	27,165	3,956		3,956	85.4%
	plus Tfr from EMR	3,000					
	Movement to/(from) Gen Reserve	<u>(20,209)</u>					
102	Staff Costs	80	0	(80)			0.0%
	Expenditure	15,130	15,507	377		377	97.6%
	Movement to/(from) Gen Reserve	<u>(15,050)</u>					
201	Events	2,800	0	(2,800)			0.0%
	Expenditure	3,413	2,500	(913)		(913)	136.5%
	Net Income over Expenditure	<u>(612)</u>	<u>(2,500)</u>	<u>(1,888)</u>			
	plus Tfr from EMR	612					
	Movement to/(from) Gen Reserve	<u>(0)</u>					
202	Community Contributions	5,090	4,000	(1,090)		(1,090)	127.3%
301	Amenities	16,510	19,945	3,435		3,435	82.8%
401	Special Projects	5,877	17,500	11,623	5,000	6,623	62.2%
	plus Tfr from EMR	0					
	Movement to/(from) Gen Reserve	<u>(5,877)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income		87,622	85,031	(2,591)			103.0%
Expenditure		69,228	86,617	17,389	5,000	12,389	85.7%
Net Income over Expenditure		<u>18,395</u>	<u>(1,586)</u>	<u>(19,981)</u>			
plus Tfr from EMR		3,612					
Movement to/(from) Gen Reserve		<u>22,007</u>					

Pagham Parish Council

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017		31st March 2018
	Operating Income	
110,340	Income	84,742
0	Staff Costs	80
3,113	Events	2,800
<u>113,453</u>	Total Income	<u>87,622</u>
	Running Costs	
24,527	Administration	23,209
14,342	Staff Costs	15,130
2,733	Events	3,413
4,350	Community Contributions	5,090
14,239	Amenities	16,510
21,698	Special Projects	5,877
<u>81,888</u>	Total Expenditure	<u>69,228</u>
	General Fund Analysis	
48,401	Opening Balance	49,228
113,453	Plus : Income for Year	87,622
<u>161,854</u>		<u>136,850</u>
81,888	Less : Expenditure for Year	69,228
<u>79,965</u>		<u>67,623</u>
30,737	Transfers TO / FROM Reserves	31,388
<u>49,228</u>	Closing Balance	<u>36,235</u>

A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	208.11	
04/04/2018	DD010418	Cashbook	Phone and broadband charges	9.30		
05/04/2018	201680	Cashbook	Planning dispute fees	885.60		
10/04/2018	201681	Cashbook	Viking	7.53		
24/04/2018	201684	Cashbook	Terra Firma Consultancy	420.00		
02/05/2018	DD020518	Cashbook	phone and broadband charges	9.30		
03/05/2018	R004/18	Cashbook	VAT refund			208.11
15/05/2018	201685	Cashbook	Audit fee 2017/18	60.00		
15/05/2018	201686	Cashbook	Public lighting	2.47		
15/05/2018	201689	Cashbook	Batbox Ltd	100.00		
29/05/2018	201691	Cashbook	Soil report	148.00		
Account VAT Control A/c				Account Totals	1,850.31	208.11
Centre				Net Closing Balance	1,642.20	

A/c Code	110 Prepayments				Annual Budget	0
Centre	(none)					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
Account Prepayments				Account Totals	0.00	0.00
Centre				Net Closing Balance		0.00

A/c Code	200 Current & Saver Bank A/c				Annual Budget	0
Centre	(none)					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Refer to Cashbook For Details		
Account Current & Saver Bank A/c				Account Totals		
Centre				Refer to Cashbook		

A/c Code	201 Business BR Tracker A/c				Annual Budget	0
Centre	(none)					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Refer to Cashbook For Details		

A/c Code 201 Business BR Tracker A/c

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Account	Business BR Tracker A/c		Account Totals	
	Centre			Refer to Cashbook	

A/c Code 203 Petty Cash

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Refer to Cashbook For Details		
	Account	Petty Cash		Account Totals	
	Centre			Refer to Cashbook	

A/c Code 204 Pagaham on Parade

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Refer to Cashbook For Details		
	Account	Pagaham on Parade		Account Totals	
	Centre			Refer to Cashbook	

A/c Code 310 General Reserves

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance		36,234.59
	Account	General Reserves		Account Totals	
	Centre			0.00	36,234.59
			Net Closing Balance		36,234.59

A/c Code 320 EMR Pagham on Parade

Annual Budget 0

Centre (none)

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
			Opening Balance		514.34

A/c Code	320 EMR Pagham on Parade							
Centre	(none)							
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>	
		Account	EMR Pagham on Parade			Account Totals	0.00	514.34
		Centre				Net Closing Balance		514.34

A/c Code	321 EMR Flood Defence Reserve					Annual Budget	0	
Centre	(none)							
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>	
						Opening Balance	11,752.00	
		Account	EMR Flood Defence Reserve			Account Totals	0.00	11,752.00
		Centre				Net Closing Balance		11,752.00

A/c Code	322 EMR Prudent reserve					Annual Budget	0	
Centre	(none)							
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>	
						Opening Balance	27,859.00	
		Account	EMR Prudent reserve			Account Totals	0.00	27,859.00
		Centre				Net Closing Balance		27,859.00

A/c Code	323 EMR Housing					Annual Budget	0	
Centre	(none)							
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>	
						Opening Balance	22,000.00	
	24/04/2018	201684	Cashbook	Terra Firma Consultancy		2,100.00		
		Account	EMR Housing			Account Totals	2,100.00	22,000.00
		Centre				Net Closing Balance		19,900.00

A/c Code	500 Creditors					Annual Budget	0
Centre	(none)						
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
						Opening Balance	4,089.66
	01/04/2018	111	Journal	Barlow Robbins solicitors bal		3,928.00	
	01/04/2018	112	Journal	Barclays bank charges		2.50	
	01/04/2018	113	Journal	Viking		37.66	

A/c Code	500 Creditors				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	01/04/2018	114	Journal	Pagham Village Hall Trust	75.00	
	01/04/2018	115	Journal	TalkTalk	46.50	
			Account	Creditors		
			Centre			
				Account Totals	4,089.66	4,089.66
				Net Closing Balance		0.00
A/c Code	510 Accruals				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		5,687.53
	01/04/2018	116	Journal	RS Hall	300.00	
	01/04/2018	117	Journal	Moore Stephens	400.00	
	01/04/2018	118	Journal	SSE Q4 2017/18	127.53	
	01/04/2018	119	Journal	BA Small	780.00	
	01/04/2018	120	Journal	Bus shelter repairs	2,380.00	
	01/04/2018	121	Journal	Fingerpost	1,600.00	
			Account	Accruals		
			Centre			
				Account Totals	5,587.53	5,687.53
				Net Closing Balance		100.00
A/c Code	515 Barclaycard				Annual Budget	0
Centre	(none)					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		113.76
	28/05/2018	BCD270318	Cashbook	Barclaycard payment	113.76	
			Account	Barclaycard		
			Centre			
				Account Totals	113.76	113.76
				Net Closing Balance		0.00
A/c Code	1027 POP Donations				Annual Budget	0
Centre	201 Events					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		0.00
	05/04/2018	R001/18	Cashbook	Pagham on Parade		105.00
	17/05/2018	R003/18	Cashbook	stallholder fees		55.00
			Account	POP Donations		
			Centre	Events		
				Account Totals	0.00	160.00
				Net Closing Balance		160.00

A/c Code					Annual Budget	
1076	Precept					81,667
Centre	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	13/04/2018	R002/18	Cashbook	Part 1 Precept		40,583.50
		Account	Precept		Account Totals	0.00
		Centre	Income		Net Closing Balance	40,583.50
A/c Code					Annual Budget	
4100	Clerk Salary					12,456
Centre	102 Staff Costs					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	12/04/2018	DD120418	Cashbook	Payroll	1,349.75	
		Account	Clerk Salary		Account Totals	1,349.75
		Centre	Staff Costs		Net Closing Balance	1,349.75
A/c Code					Annual Budget	
4110	Travelling Expenses - Staff					125
Centre	102 Staff Costs					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	10/05/2018	PC002/18	Cashbook	mileage	5.85	
		Account	Travelling Expenses - Staff		Account Totals	5.85
		Centre	Staff Costs		Net Closing Balance	5.85
A/c Code					Annual Budget	
4121	Bank Charges					30
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	01/04/2018	112	Journal	Barclays bank charges		2.50
	06/04/2018	DD060418	Cashbook	Bank charges	2.50	
	08/05/2018	DD080518	Cashbook	bank charges	2.50	
		Account	Bank Charges		Account Totals	5.00
		Centre	Administration		Net Closing Balance	2.50
A/c Code					Annual Budget	
4125	Printing & Stationery					200
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>

A/c Code 4125 Printing & Stationery

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	113	Journal	Viking		37.66
10/04/2018	201681	Cashbook	Viking	37.66	
Account Printing & Stationery				Account Totals	37.66
Centre Administration				Net Closing Balance	0.00

A/c Code 4127 Telephone, Copier & repair

Annual Budget 1,153

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	115	Journal	TalkTalk		46.50
04/04/2018	DD010418	Cashbook	Phone and broadband charges	46.50	
02/05/2018	DD020518	Cashbook	phone and broadband charges	46.50	
Account Telephone, Copier & repair				Account Totals	93.00
Centre Administration				Net Closing Balance	46.50

A/c Code 4131 Cllrs Expenses & Training

Annual Budget 150

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
10/05/2018	PC001/18	Cashbook	Mileage	9.90	
Account Cllrs Expenses & Training				Account Totals	9.90
Centre Administration				Net Closing Balance	9.90

A/c Code 4140 Audit and Accountancy

Annual Budget 700

Centre 101 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	116	Journal	RS Hall		300.00
01/04/2018	117	Journal	Moore Stephens		400.00
15/05/2018	201685	Cashbook	Audit fee 2017/18	300.00	
Account Audit and Accountancy				Account Totals	700.00
Centre Administration				Net Closing Balance	400.00

A/c Code	4141 Legal Fees				Annual Budget	500
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	05/04/2018	201680	Cashbook	Planning dispute fees	4,428.00	
			Account	Legal Fees	Account Totals	4,428.00
			Centre	Administration	Net Closing Balance	4,428.00
						0.00
A/c Code	4142 Subscriptions				Annual Budget	2,343
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	24/04/2018	201683	Cashbook	West Sussex ALC Ltd	1,905.57	
			Account	Subscriptions	Account Totals	1,905.57
			Centre	Administration	Net Closing Balance	1,905.57
						0.00
A/c Code	4146 Room Hire - Meetings				Annual Budget	750
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	01/04/2018	114	Journal	Pagham Village Hall Trust		75.00
	10/04/2018	201682	Cashbook	Room hire March 18	75.00	
	15/05/2018	201687	Cashbook	room hire	52.50	
			Account	Room Hire - Meetings	Account Totals	127.50
			Centre	Administration	Net Closing Balance	52.50
						75.00
A/c Code	4147 Service Charge Parish room				Annual Budget	800
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
	03/04/2018	STO030418	Cashbook	Office service charge	200.00	
			Account	Service Charge Parish room	Account Totals	200.00
			Centre	Administration	Net Closing Balance	200.00
						0.00
A/c Code	4160 PWLB				Annual Budget	12,034
Centre	101 Administration					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>

A/c Code	4160 PWLB				Annual Budget	1,200
Centre	101 Administration					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
23/04/2018	STO230418	Cashbook	Loan repayment instalment		6,017.11	
	Account	PWLB		Account Totals	6,017.11	0.00
	Centre	Administration		Net Closing Balance	6,017.11	

A/c Code	4301 Bus Shelters Maintenance				Annual Budget	1,200
Centre	301 Amenities					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
01/04/2018	120	Journal	Bus shelter repairs			2,380.00
	Account	Bus Shelters Maintenance		Account Totals	0.00	2,380.00
	Centre	Amenities		Net Closing Balance		2,380.00

A/c Code	4302 Cleaning				Annual Budget	2,860
Centre	301 Amenities					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
01/04/2018	119	Journal	BA Small			660.00
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		275.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		220.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		220.00	
	Account	Cleaning		Account Totals	715.00	660.00
	Centre	Amenities		Net Closing Balance	55.00	

A/c Code	4303 Dog & Litter				Annual Budget	620
Centre	301 Amenities					
<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
01/04/2018	119	Journal	BA Small			120.00
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		25.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		20.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		25.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		20.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		20.00	
15/05/2018	201690	Cashbook	Bins Bus Shelters Play areas		20.00	

A/c Code 4303 Dog & Litter

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
	Account	Dog & Litter		Account Totals	
				130.00	120.00
	Centre	Amenities		Net Closing Balance	10.00

A/c Code 4304 Grass Cutting

Annual Budget 5,750

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
15/05/2018	201688	Cashbook	grass cutting	540.00	
	Account	Grass Cutting		Account Totals	0.00
				540.00	0.00
	Centre	Amenities		Net Closing Balance	540.00

A/c Code 4320 Public Lighting

Annual Budget 890

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	118	Journal	SSE Q4 2017/18		127.53
15/05/2018	201686	Cashbook	Public lighting	49.40	
	Account	Public Lighting		Account Totals	127.53
				49.40	127.53
	Centre	Amenities		Net Closing Balance	78.13

A/c Code 4331 Village Enhancement

Annual Budget 0

Centre 301 Amenities

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	121	Journal	Fingerpost		1,600.00
	Account	Village Enhancement		Account Totals	1,600.00
				0.00	1,600.00
	Centre	Amenities		Net Closing Balance	1,600.00

A/c Code 4400 Contingencies

Annual Budget 5,000

Centre 401 Special Projects

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00
01/04/2018	111	Journal	Barlow Robbins solicitors bal		3,928.00

A/c Code 4400 Contingencies

Centre 401 Special Projects

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account Contingencies				Account Totals	0.00	3,928.00
Centre Special Projects				Net Closing Balance		3,928.00

A/c Code 4440 Housing opposition

Annual Budget 0

Centre 401 Special Projects

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance				0.00		
24/04/2018	201684	Cashbook	Terra Firma Consultancy	2,100.00		
15/05/2018	201689	Cashbook	Batbox Ltd	500.00		
29/05/2018	201691	Cashbook	Soil report	740.00		
Account Housing opposition				Account Totals	3,340.00	0.00
Centre Special Projects				Net Closing Balance	3,340.00	

A/c Code 6000 Tfr from EMR

Annual Budget 0

Centre 401 Special Projects

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00	
24/04/2018	201684	Cashbook	Terra Firma Consultancy		2,100.00	
Account Tfr from EMR				Account Totals	0.00	2,100.00
Centre Special Projects				Net Closing Balance		2,100.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,530.54	
200	Current & Saver Bank A/c			103,185.21	
201	Business BR Tracker A/c			27,888.21	
203	Petty Cash			56.25	
204	Pagaham on Parade			101.33	
310	General Reserves				36,234.59
320	EMR Pagham on Parade				514.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				19,900.00
510	Accruals				100.00
515	Barclaycard				113.76
1027	POP Donations	201	Events		105.00
1076	Precept	100	Income		40,583.50
4100	Clerk Salary	102	Staff Costs	1,349.75	
4110	Travelling Expenses - Staff	102	Staff Costs	5.85	
4131	Cllrs Expenses & Training	101	Administration	9.90	
4140	Audit and Accountancy	101	Administration		700.00
4141	Legal Fees	101	Administration	4,428.00	
4142	Subscriptions	101	Administration	1,905.57	
4147	Service Charge Parish room	101	Administration	200.00	
4160	PWLB	101	Administration	6,017.11	
4301	Bus Shelters Maintenance	301	Amenities		2,380.00
4302	Cleaning	301	Amenities		660.00
4303	Dog & Litter	301	Amenities		120.00
4320	Public Lighting	301	Amenities		127.53
4331	Village Enhancement	301	Amenities		1,600.00
4400	Contingencies	401	Special Projects		3,928.00
4440	Housing opposition	401	Special Projects	2,100.00	
6000	Tfr from EMR	401	Special Projects		2,100.00
Trial Balance Totals :				148,777.72	148,777.72
Difference				0.00	

31st March 2017

31st March 2018

Current Assets		
235	VAT Control A/c	208
62,548	Current & Saver Bank A/c	79,981
27,869	Business BR Tracker A/c	27,888
86	Petty Cash	72
101	Pagaham on Parade	101
<hr/> 90,840		<hr/> 108,251
<hr/> 90,840	Total Assets	<hr/> 108,251
Current Liabilities		
4,591	Creditors	4,090
6,284	Accruals	5,688
0	Barclaycard	114
<hr/> 10,875		<hr/> 9,891
<hr/> 79,965	Total Assets Less Current Liabilities	<hr/> 98,360
Represented By		
49,228	General Reserves	36,235
1,126	EMR Pagham on Parade	514
1,752	EMR Flood Defence Reserve	11,752
27,859	EMR Prudent reserve	27,859
0	EMR Housing	22,000
<hr/> 79,965		<hr/> 98,360

The above statement represents fairly the financial position of the authority as at 31/03/2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

31st March 2018

31st March 2019

Current Assets			
208	VAT Control A/c	1,642	
79,981	Current & Saver Bank A/c	99,939	
27,888	Business BR Tracker A/c	27,888	
72	Petty Cash	56	
101	Pagaham on Parade	101	
<u>108,251</u>			<u>129,627</u>
108,251	Total Assets		129,627
Current Liabilities			
4,090	Creditors	0	
5,688	Accruals	100	
114	Barclaycard	0	
<u>9,891</u>			<u>100</u>
98,360	Total Assets Less Current Liabilities		129,527
Represented By			
36,235	General Reserves		69,502
514	EMR Pagham on Parade		514
11,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
22,000	EMR Housing		19,900
<u>98,360</u>			<u>129,527</u>

The above statement represents fairly the financial position of the authority as at 31/05/2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Detailed Income & Expenditure by Budget Heading 17/05/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Income						
1000 Rent	0	10	10			0.0%
1026 Donations	0	3,556	3,556			0.0%
1076 Precept	40,584	81,667	41,084			49.7%
1090 Interest	0	35	35			0.0%
Income :- Income	40,584	85,268	44,685			47.6%
Movement to/(from) Gen Reserve	40,584					
101 Administration						
4119 Website	0	600	600		600	0.0%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	0	30	30		30	0.0%
4123 Computer Maintenance	0	544	544		544	0.0%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	0	200	200		200	0.0%
4126 Postage	0	200	200		200	0.0%
4127 Telephone, Copier & repair	0	1,153	1,153		1,153	0.0%
4130 Cllrs Allowances	0	3,556	3,556		3,556	0.0%
4131 Cllrs Expenses & Training	10	150	140		140	6.6%
4137 Insurance	0	1,738	1,738		1,738	0.0%
4140 Audit and Accountancy	(700)	700	1,400		1,400	(100.0%)
4141 Legal Fees	4,428	500	(3,928)		(3,928)	885.6%
4142 Subscriptions	1,906	2,343	437		437	81.3%
4145 Refreshments	0	50	50		50	0.0%
4146 Room Hire - Meetings	0	750	750		750	0.0%
4147 Service Charge Parish room	200	800	600		600	25.0%
4160 PWLB	6,017	12,034	6,017		6,017	50.0%
Administration :- Indirect Expenditure	11,861	25,548	13,687	0	13,687	46.4%
Movement to/(from) Gen Reserve	(11,861)					
102 Staff Costs						
4100 Clerk Salary	1,350	12,456	11,106		11,106	10.8%
4105 NI	0	515	515		515	0.0%
4106 Pension contributions ER	0	2,703	2,703		2,703	0.0%
4109 Training - Staff	0	350	350		350	0.0%
4110 Travelling Expenses - Staff	6	125	119		119	4.7%
Staff Costs :- Indirect Expenditure	1,356	16,149	14,793	0	14,793	8.4%
Movement to/(from) Gen Reserve	(1,356)					

Detailed Income & Expenditure by Budget Heading 17/05/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	105	0	(105)			0.0%
Events :- Income	<u>105</u>	<u>0</u>	<u>(105)</u>			
Movement to/(from) Gen Reserve	<u>105</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	0	1,000	1,000		1,000	0.0%
4251 Discretionary Grants	0	3,000	3,000		3,000	0.0%
Community Contributions :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	
Movement to/(from) Gen Reserve	<u>0</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	150	150		150	0.0%
4300 Parish General Maintenance	0	3,500	3,500		3,500	0.0%
4301 Bus Shelters Maintenance	(2,380)	1,200	3,580		3,580	(198.3%)
4302 Cleaning	(660)	2,860	3,520		3,520	(23.1%)
4303 Dog & Litter	(120)	620	740		740	(19.4%)
4304 Grass Cutting	0	5,750	5,750		5,750	0.0%
4306 Play Areas	0	1,200	1,200		1,200	0.0%
4307 Public Benches	0	1,000	1,000		1,000	0.0%
4308 Village Signs	0	800	800		800	0.0%
4320 Public Lighting	(128)	890	1,018		1,018	(14.3%)
4331 Village Enhancement	(1,600)	0	1,600		1,600	0.0%
Amenities :- Indirect Expenditure	<u>(4,888)</u>	<u>17,970</u>	<u>22,858</u>	<u>0</u>	<u>22,858</u>	<u>(27.2%)</u>
Movement to/(from) Gen Reserve	<u>4,888</u>					
<u>401 Special Projects</u>						
4400 Contingencies	(3,928)	5,000	8,928	5,000	3,928	21.4%
4430 Sea Defence	0	5,000	5,000		5,000	0.0%
4440 Housing opposition	2,100	0	(2,100)		(2,100)	0.0%
Special Projects :- Indirect Expenditure	<u>(1,828)</u>	<u>10,000</u>	<u>11,828</u>	<u>5,000</u>	<u>6,828</u>	<u>31.7%</u>
6000 plus Tfr from EMR	2,100					
Movement to/(from) Gen Reserve	<u>3,928</u>					
<u>402 Capital Projects</u>						
4450 Community Notice Boards	0	2,000	2,000		2,000	0.0%
4455 New website	0	4,000	4,000		4,000	0.0%
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>6,000</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>					

Detailed Income & Expenditure by Budget Heading 17/05/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	40,689	85,268	44,580			47.7%
Expenditure	6,501	79,667	73,166	5,000	68,166	14.4%
Net Income over Expenditure	<u>34,188</u>	<u>5,601</u>	<u>(28,587)</u>			
plus Tfr from EMR	2,100					
Movement to/(from) Gen Reserve	<u>36,288</u>					

**Bank Reconciliation Statement as at 30/04/2018
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty cash	31/03/2018	24	72.00
			<hr/> 72.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			72.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			72.00
		Balance per Cash Book is :-	72.00
		Difference is :-	0.00

