

# PAGHAM PARISH COUNCIL

Tel: 01243-266424

E-mail: [paghampc@gmail.com](mailto:paghampc@gmail.com)

19<sup>th</sup> July 2018

**Date and time of meeting:** Tuesday 24<sup>th</sup> July 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 & Mr A Smith

**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 12<sup>th</sup> June 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 June 2018 (previously issued)
  - 6.2. Agree Bank reconciliations to 30<sup>th</sup> June 2018
  - 6.3. Orders for payment for authorisation (*previously received*)
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

Voucher	Cheque	Date	Gross £	VAT	H & A Meeting	Finance Meeting	Council Meeting	Details
					Net £	Payee		
001/18	DD120418	3/26/18	£ 1,349.75	£ -	£ 1,349.75	Arun District Council		Payroll
002/18	201680	3/27/18	£ 8,313.60	£ 1,385.60	£ 6,928.00	Barlow Robbins solicitors		Legal fees. Cheque issued for £5313.60 as £3,000 held on
003/18	DD060418	3/19/18	£ 2.50	£ -	£ 2.50	Barclays Bank Plc		Bank Charges
004/18	201681	3/29/18	£ 45.19	£ 7.53	£ 37.66	Viking		Stationery
005/18	201682	3/31/18	£ 75.00	£ -	£ 75.00	PVHT		Room hire
006/18	STO23041	4/23/18	£ 6,017.11	£ -	£ 6,017.11	Public Works Loan Board		Loan repayment
007/18	201683	4/1/18	£ 1,905.57	£ -	£ 1,905.57	WSALC Ltd		Subs WSALC/NALC
008/18	201684	4/16/18	£ 2,520.00	£ 420.00	£ 2,100.00	Terra Firma Consultancy Ltd		Consultants Landscape Advice
009/18	DD020518	18/4/18	£55.80	£9.30	£46.50	TalkTalk		Phone and broadband
010/18	DD080518	4/19/18	£2.50	£0.00	£2.50	Barclays Bank		Bank charges
011/18	201685	5/5/18	£360.00	£60.00	£300.00	RS Hall & Co		Internal audit fee 2017/18
012/18	201686	3/31/18	£51.87	£2.47	£49.40	SSE		Street lighting
013/18	201687	4/30/18	£52.50	£0.00	£52.50	PVHT		room hire
014/18	201688	4/30/18	£540.00	£0.00	£540.00	Local Lawns		grass cutting
015/18	201689	4/26/18	£600.00	£100.00	£500.00	BatBox		bat survey work
016/18	201690	4/25/18	£845.00	£0.00	£845.00	BA Small		bus shelters/play parks/bin emptying
017/18	STO03041	4/3/18	£ 200.00	£ -	£ 200.00	PVHT		Service charge - office
018/18	201691	4/6/18	£ 888.00	£ 148.00	£ 740.00	Soil Environment Services Ltd		Soil report
019/18	DD010618	5/18/18	£55.80	£9.30	£46.50	TalkTalk		Phone and broadband
020/18	DD050618	5/17/18	£2.50	£0.00	£2.50	Barclays Bank		Bank charges
021/18	201692	5/31/18	£625.00	£0.00	£625.00	Local Lawns		Grass cutting
022/18	201693	6/11/18	£142.80	£23.80	£119.00	Rialtus Business Solutions Ltd		Software support contract
023/18	201694	5/31/18	£74.50	£0.00	£74.50	PVHT		Hall rental
024/18	201695	5/29/18	£60.50	£10.08	£50.42	Canon UK		photocopier charges
025/18	DD030718	6/19/18	£55.80	£9.30	£46.50	TalkTalk		Phone and broadband charges
026/18	201696	6/4/18	£150.00	£0.00	£150.00	West Sussex County Council		Hook Lane play area rental
027/18	201697	6/20/18	£205.80	£34.30	£171.50	Playsafety Ltd		RoSPA report
028/18	DD120518	4/25/18	£1,301.86	£0.00	£1,301.86	Arun District Council		Payroll
029/18	DD120618	5/24/18	£1,301.86	£0.00	£1,301.86	Arun District Council		Payroll
030/18	201698	6/25/18	£1,025.00	£0.00	£1,025.00	Joshua Morgan		Bus shelter repairs
031/18	201699	6/25/18	£61.93	£10.34	£51.59	Dawn Salter		Expenses - plants for play area
032/18	DD050718	6/19/18	£2.60	£0.00	£2.60	Barclays Bank Plc		Bank charges
033/18	201700	6/30/18	£214.34	£10.20	£204.14	SSE		Q1 2018/19 street lighting
034/18	201701	6/29/18	£177.82	£29.63	£148.19	Glasdon UK Ltd		New salt bin
035/18	201702	6/30/18	£52.50	£0.00	£52.50	PVHT		Room hire
036/18	201703	7/10/18	£330.00	£55.00	£275.00	Peter Atkins		reimburse skip hire costs
037/18	201704	6/29/18	£144.00	£24.00	£120.00	SSALC		Councillor Briefing & Awareness costs
038/18	DD120718	6/26/18	£1,301.86	£0.00	£1,301.86	ADC		payroll
039/18	201705	6/21/18	£432.00	£72.00	£360.00	Mr A J Bunce		Transport consultancy
040/18	201706	7/7/18	£1,025.00	£0.00	£1,025.00	Joshua Morgan		Bus shelter repairs
041/18	201707	7/6/18	£855.00	£0.00	£855.00	R O'Brien		Bus shelter painting





















## 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			2,230.00	
200	Current & Saver Bank A/c			101,556.78	
201	Business BR Tracker A/c			27,902.12	
203	Petty Cash			54.14	
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
1026	Donations	100	Income		7,031.00
1027	POP Donations	201	Events		160.00
1076	Precept	100	Income		40,583.50
1090	Interest	100	Income		60.46
4100	Clerk Salary	102	Staff Costs	3,096.84	
4105	NI	102	Staff Costs	136.74	
4106	Pension contributions ER	102	Staff Costs	672.00	
4110	Travelling Expenses - Staff	102	Staff Costs	5.85	
4121	Bank Charges	101	Administration	5.00	
4123	Computer Maintenance	101	Administration	119.00	
4126	Postage	101	Administration	2.11	
4127	Telephone, Copier & repair	101	Administration	143.42	
4131	Cllrs Expenses & Training	101	Administration	9.90	
4135	Hook Lane Play area rental	301	Amenities	150.00	
4140	Audit and Accountancy	101	Administration		400.00
4142	Subscriptions	101	Administration	1,905.57	
4146	Room Hire - Meetings	101	Administration	127.00	
4147	Service Charge Parish room	101	Administration	200.00	
4160	PWLB	101	Administration	6,017.11	
4301	Bus Shelters Maintenance	301	Amenities		1,355.00
4302	Cleaning	301	Amenities	55.00	
4303	Dog & Litter	301	Amenities	10.00	
4304	Grass Cutting	301	Amenities	1,165.00	
4306	Play Areas	301	Amenities	223.11	
4320	Public Lighting	301	Amenities		78.13
4331	Village Enhancement	301	Amenities		1,600.00
4400	Contingencies	401	Special Projects	500.00	
4440	Housing opposition	401	Special Projects	3,340.00	
6000	Tfr from EMR	401	Special Projects		2,100.00



## Detailed Income &amp; Expenditure by Budget Heading 11/07/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Income</b>						
1000 Rent	0	10	10			0.0%
1026 Donations	7,031	3,556	(3,475)			197.7%
1076 Precept	40,584	81,667	41,084			49.7%
1090 Interest	60	35	(25)			172.7%
<b>Income :- Income</b>	<b>47,675</b>	<b>85,268</b>	<b>37,593</b>			<b>55.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>47,675</b>					
<b>101 Administration</b>						
4119 Website	0	600	600		600	0.0%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	5	30	25		25	16.7%
4123 Computer Maintenance	119	544	425		425	21.9%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	0	200	200		200	0.0%
4126 Postage	2	200	198		198	1.1%
4127 Telephone, Copier & repair	143	1,153	1,010		1,010	12.4%
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	1,500	1,500		1,500	0.0%
4142 Subscriptions	1,906	2,343	437		437	81.3%
4145 Refreshments	0	50	50		50	0.0%
4146 Room Hire - Meetings	127	750	623		623	16.9%
4147 Service Charge Parish room	200	800	600		600	25.0%
4160 PWLB	6,017	12,034	6,017		6,017	50.0%
<b>Administration :- Indirect Expenditure</b>	<b>8,129</b>	<b>26,548</b>	<b>18,419</b>	<b>0</b>	<b>18,419</b>	<b>30.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(8,129)</b>					
<b>102 Staff Costs</b>						
4100 Clerk Salary	3,097	12,456	9,359		9,359	24.9%
4105 NI	137	515	378		378	26.6%
4106 Pension contributions ER	672	2,703	2,031		2,031	24.9%
4109 Training - Staff	0	350	350		350	0.0%
4110 Travelling Expenses - Staff	6	125	119		119	4.7%
<b>Staff Costs :- Indirect Expenditure</b>	<b>3,911</b>	<b>16,149</b>	<b>12,238</b>	<b>0</b>	<b>12,238</b>	<b>24.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,911)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 11/07/2018

## 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>			
<b>Movement to/(from) Gen Reserve</b>	<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>	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	150	150	0		0	100.0%
4300 Parish General Maintenance	0	3,500	3,500		3,500	0.0%
4301 Bus Shelters Maintenance	(1,355)	1,200	2,555		2,555	(112.9%)
4302 Cleaning	55	2,860	2,805		2,805	1.9%
4303 Dog & Litter	10	620	610		610	1.6%
4304 Grass Cutting	1,165	5,750	4,585		4,585	20.3%
4306 Play Areas	223	1,200	977		977	18.6%
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>(1,430)</u>	<u>17,970</u>	<u>19,400</u>	<u>0</u>	<u>19,400</u>	<u>(8.0%)</u>
<b>Movement to/(from) Gen Reserve</b>	<u>1,430</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	7,000	3,660		3,660	47.7%
Special Projects :- Indirect Expenditure	<u>3,840</u>	<u>17,000</u>	<u>13,160</u>	<u>5,000</u>	<u>8,160</u>	<u>52.0%</u>
6000 plus Tfr from EMR	2,100					
<b>Movement to/(from) Gen Reserve</b>	<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>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>					

## Detailed Income &amp; Expenditure by Budget Heading 11/07/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	47,835	85,268	37,433			56.1%
Expenditure	14,451	87,667	73,216	5,000	68,216	22.2%
<b>Net Income over Expenditure</b>	<u>33,384</u>	<u>(2,399)</u>	<u>(35,783)</u>			
plus Tfr from EMR	2,100					
<b>Movement to/(from) Gen Reserve</b>	<u>35,484</u>					



A/c Code	105 VAT Control A/c				<b>Annual Budget</b>	0
Centre	(none)					
Date	Reference	Source	Transaction Detail		Debit	Credit
				<b>Opening Balance</b>	<b>208.11</b>	
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	
12/06/2018	201693	Cashbook	Annual software contract		23.80	
12/06/2018	201695	Cashbook	Photocopier charges		10.08	
12/06/2018	DD010618	Cashbook	Phone and broadband		9.30	
26/06/2018	201697	Cashbook	RoSPA report		34.30	
26/06/2018	201699	Cashbook	Reimbursement expenses		10.32	
27/06/2018	201671	Cashbook	Barlow Robbins		500.00	
	Account <b>VAT Control A/c</b>			<b>Account Totals</b>	<b>2,438.11</b>	<b>208.11</b>
	Centre			<b>Net Closing Balance</b>	<b>2,230.00</b>	

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

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

<b>A/c Code</b>	201 Business BR Tracker A/c	<b>Annual Budget</b>	0
<b>Centre</b>	(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 **Business BR Tracker A/c****Account Totals**

Centre

Refer to Cashbook

<b>A/c Code</b>	203 Petty Cash	<b>Annual Budget</b>	0
<b>Centre</b>	(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

<b>A/c Code</b>	204 Pagaham on Parade	<b>Annual Budget</b>	0
<b>Centre</b>	(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

<b>A/c Code</b>	310 General Reserves	<b>Annual Budget</b>	0
<b>Centre</b>	(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

Net Closing Balance

0.00

36,234.59

36,234.59

<b>A/c Code</b>	320 EMR Pagham on Parade	<b>Annual Budget</b>	0
<b>Centre</b>	(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				<b>Account Totals</b>	<b>0.00</b>	<b>514.34</b>
Centre				<b>Net Closing Balance</b>		<b>514.34</b>

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>	
				<b>Opening Balance</b>		<b>11,752.00</b>
Account EMR Flood Defence Reserve				<b>Account Totals</b>	<b>0.00</b>	<b>11,752.00</b>
Centre				<b>Net Closing Balance</b>		<b>11,752.00</b>

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>	
				<b>Opening Balance</b>		<b>27,859.00</b>
Account EMR Prudent reserve				<b>Account Totals</b>	<b>0.00</b>	<b>27,859.00</b>
Centre				<b>Net Closing Balance</b>		<b>27,859.00</b>

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>	
				<b>Opening Balance</b>		<b>22,000.00</b>
24/04/2018	201684	Cashbook	Terra Firma Consultancy	2,100.00		
Account EMR Housing				<b>Account Totals</b>	<b>2,100.00</b>	<b>22,000.00</b>
Centre				<b>Net Closing Balance</b>		<b>19,900.00</b>

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>	
				<b>Opening Balance</b>		<b>4,089.66</b>
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

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 <b>Creditors</b>				<b>Account Totals</b>	<b>4,089.66</b>
Centre				<b>Net Closing Balance</b>	<b>0.00</b>

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>
				<b>Opening Balance</b>	<b>5,687.53</b>
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 <b>Accruals</b>				<b>Account Totals</b>	<b>5,587.53</b>
Centre				<b>Net Closing Balance</b>	<b>100.00</b>

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>
				<b>Opening Balance</b>	<b>113.76</b>
28/05/2018	BCD270318	Cashbook	Barclaycard payment	113.76	
Account <b>Barclaycard</b>				<b>Account Totals</b>	<b>113.76</b>
Centre				<b>Net Closing Balance</b>	<b>0.00</b>

A/c Code 1026 Donations

Annual Budget

3,556

Centre 100 Income

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
22/06/2018	R005/18	Cashbook	donation	6,181.00	
22/06/2018	R005/18	Cashbook	Donation		6,181.00
22/06/2018	R005/18	Cashbook	reverse wrong entry		6,181.00
29/06/2018	R006/18	Cashbook	Donation for bench	850.00	
29/06/2018	R006/18	Cashbook	correct wrong entry		850.00
29/06/2018	R006/18	Cashbook	Donation for bench		850.00

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>	
Account <b>Donations</b>				<b>Account Totals</b>	<b>7,031.00</b>	<b>14,062.00</b>
Centre <b>Income</b>				<b>Net Closing Balance</b>		<b>7,031.00</b>

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					<b>0.00</b>	
05/04/2018	R001/18	Cashbook	Pagham on Parade		105.00	
17/05/2018	R003/18	Cashbook	stallholder fees		55.00	
Account <b>POP Donations</b>				<b>Account Totals</b>	<b>0.00</b>	<b>160.00</b>
Centre <b>Events</b>				<b>Net Closing Balance</b>		<b>160.00</b>

A/c Code 1076 Precept

Annual Budget

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					<b>0.00</b>	
13/04/2018	R002/18	Cashbook	Part 1 Precept		40,583.50	
Account <b>Precept</b>				<b>Account Totals</b>	<b>0.00</b>	<b>40,583.50</b>
Centre <b>Income</b>				<b>Net Closing Balance</b>		<b>40,583.50</b>

A/c Code 1090 Interest

Annual Budget

35

Centre 100 Income

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					<b>0.00</b>	
04/06/2018	R007/18	Cashbook	Interest		46.55	
04/06/2018	R008/18	Cashbook	Interest		13.91	
Account <b>Interest</b>				<b>Account Totals</b>	<b>0.00</b>	<b>60.46</b>
Centre <b>Income</b>				<b>Net Closing Balance</b>		<b>60.46</b>

A/c Code 4100 Clerk Salary

Annual Budget

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				<b>0.00</b>	
12/04/2018	DD120418	Cashbook	Payroll	1,349.75	

A/c Code 4100 Clerk Salary

Centre 102 Staff Costs

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
12/05/2018	DD120518	Cashbook	Payroll	1,032.28	
12/06/2018	DD120618	Cashbook	Payroll	1,032.28	
22/06/2018	123	Journal	Correction to nominal code		224.00
22/06/2018	123	Journal	Correction to nominal code		45.58
30/06/2018	042/18	Cashbook	Credit note re salary		47.89

Account **Clerk Salary**

Account Totals

3,414.31

317.47

Centre **Staff Costs**

Net Closing Balance

3,096.84

A/c Code 4105 NI

Annual Budget

515

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	
12/05/2018	DD120518	Cashbook	Payroll	45.58	
12/06/2018	DD120618	Cashbook	Payroll	45.58	
22/06/2018	123	Journal	Correction to nominal code	45.58	

Account **NI**

Account Totals

136.74

0.00

Centre **Staff Costs**

Net Closing Balance

136.74

A/c Code 4106 Pension contributions ER

Annual Budget

2,703

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	
12/05/2018	DD120518	Cashbook	Payroll	224.00	
12/06/2018	DD120618	Cashbook	Payroll	224.00	
22/06/2018	123	Journal	Correction to nominal code	224.00	

Account **Pension contributions ER**

Account Totals

672.00

0.00

Centre **Staff Costs**

Net Closing Balance

672.00

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	
10/05/2018	PC002/18	Cashbook	mileage	5.85	

Account **Travelling Expenses - Staff**

Account Totals

5.85

0.00

Centre **Staff Costs**

Net Closing Balance

5.85

A/c Code	4121 Bank Charges				Annual Budget	30
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2018	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		
05/06/2018	DD050618	Cashbook	Bank charges	2.50		
Account <b>Bank Charges</b>				Account Totals	7.50	2.50
Centre <b>Administration</b>				Net Closing Balance	5.00	

A/c Code	4123 Computer Maintenance				Annual Budget	544
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
12/06/2018	201693	Cashbook	Annual software contract	119.00		
Account <b>Computer Maintenance</b>				Account Totals	119.00	0.00
Centre <b>Administration</b>				Net Closing Balance	119.00	

A/c Code	4125 Printing & Stationery				Annual Budget	200
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
01/04/2018	113	Journal	Viking			37.66
10/04/2018	201681	Cashbook	Viking	37.66		
Account <b>Printing &amp; Stationery</b>				Account Totals	37.66	37.66
Centre <b>Administration</b>				Net Closing Balance		0.00

A/c Code	4126 Postage				Annual Budget	200
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
28/06/2018	PC003/18	Cashbook	Recorded delivery	2.11		
Account <b>Postage</b>				Account Totals	2.11	0.00
Centre <b>Administration</b>				Net Closing Balance	2.11	

A/c Code	4127 Telephone, Copier & repair			Annual Budget	1,153	
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				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		
12/06/2018	201695	Cashbook	Photocopier charges	50.42		
12/06/2018	DD010618	Cashbook	Phone and broadband	46.50		
Account Telephone, Copier & repair				Account Totals	189.92	46.50
Centre Administration				Net Closing Balance	143.42	

A/c Code	4131 Cllrs Expenses & Training			Annual Budget	150	
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
10/05/2018	PC001/18	Cashbook	Mileage	9.90		
Account Cllrs Expenses & Training				Account Totals	9.90	0.00
Centre Administration				Net Closing Balance	9.90	

A/c Code	4135 Hook Lane Play area rental			Annual Budget	150	
Centre	301 Amenities					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00	
26/06/2018	201696	Cashbook	Playground rental	150.00		
Account Hook Lane Play area rental				Account Totals	150.00	0.00
Centre Amenities				Net Closing Balance	150.00	

A/c Code	4140 Audit and Accountancy			Annual Budget	700	
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				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	300.00	700.00
Centre Administration				Net Closing Balance		400.00



A/c Code	4141	Legal Fees				<b>Annual Budget</b>	1,500
Centre	101	Administration					
Date	Reference	Source	Transaction Detail		Debit	Credit	
					<b>Opening Balance</b>	<b>0.00</b>	
05/04/2018	201680	Cashbook	Planning dispute fees		4,428.00		
07/06/2018	122	Journal	Incorrectly posted to 4141			4,428.00	
		Account	<b>Legal Fees</b>		<b>Account Totals</b>	<b>4,428.00</b>	<b>4,428.00</b>
		Centre	<b>Administration</b>		<b>Net Closing Balance</b>		<b>0.00</b>

A/c Code	4142	Subscriptions				<b>Annual Budget</b>	2,343
Centre	101	Administration					
Date	Reference	Source	Transaction Detail		Debit	Credit	
					<b>Opening Balance</b>	<b>0.00</b>	
24/04/2018	201683	Cashbook	West Sussex ALC Ltd		1,905.57		
		Account	<b>Subscriptions</b>		<b>Account Totals</b>	<b>1,905.57</b>	<b>0.00</b>
		Centre	<b>Administration</b>		<b>Net Closing Balance</b>		<b>1,905.57</b>

A/c Code	4146	Room Hire - Meetings				<b>Annual Budget</b>	750
Centre	101	Administration					
Date	Reference	Source	Transaction Detail		Debit	Credit	
					<b>Opening Balance</b>	<b>0.00</b>	
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		
12/06/2018	201694	Cashbook	Room hire		74.50		
		Account	<b>Room Hire - Meetings</b>		<b>Account Totals</b>	<b>202.00</b>	<b>75.00</b>
		Centre	<b>Administration</b>		<b>Net Closing Balance</b>		<b>127.00</b>

A/c Code	4147	Service Charge Parish room				<b>Annual Budget</b>	800
Centre	101	Administration					
Date	Reference	Source	Transaction Detail		Debit	Credit	
					<b>Opening Balance</b>	<b>0.00</b>	
03/04/2018	STO030418	Cashbook	Office service charge		200.00		
		Account	<b>Service Charge Parish room</b>		<b>Account Totals</b>	<b>200.00</b>	<b>0.00</b>
		Centre	<b>Administration</b>		<b>Net Closing Balance</b>		<b>200.00</b>

A/c Code	4160 PWLB				Annual Budget	12,034
Centre	101 Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				<b>Opening Balance</b>	<b>0.00</b>	
23/04/2018	STO230418	Cashbook	Loan repayment instalment	6,017.11		
	Account <b>PWLB</b>			<b>Account Totals</b>	<b>6,017.11</b>	<b>0.00</b>
	Centre <b>Administration</b>			<b>Net Closing Balance</b>	<b>6,017.11</b>	

A/c Code	4301 Bus Shelters Maintenance				Annual Budget	1,200
Centre	301 Amenities					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				<b>Opening Balance</b>	<b>0.00</b>	
01/04/2018	120	Journal	Bus shelter repairs		2,380.00	
26/06/2018	201698	Cashbook	Bus shelter repair	1,025.00		
	Account <b>Bus Shelters Maintenance</b>			<b>Account Totals</b>	<b>1,025.00</b>	<b>2,380.00</b>
	Centre <b>Amenities</b>			<b>Net Closing Balance</b>		<b>1,355.00</b>

A/c Code	4302 Cleaning				Annual Budget	2,860
Centre	301 Amenities					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				<b>Opening Balance</b>	<b>0.00</b>	
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 <b>Cleaning</b>			<b>Account Totals</b>	<b>715.00</b>	<b>660.00</b>
	Centre <b>Amenities</b>			<b>Net Closing Balance</b>	<b>55.00</b>	

A/c Code	4303 Dog & Litter				Annual Budget	620
Centre	301 Amenities					
Date	Reference	Source	Transaction Detail	Debit	Credit	
				<b>Opening Balance</b>	<b>0.00</b>	
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 &amp; Litter

Centre 301 Amenities

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

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				<b>0.00</b>		
15/05/2018	201688	Cashbook	grass cutting	540.00		
12/06/2018	201692	Cashbook	Grass cutting	625.00		
Account <b>Grass Cutting</b>				<b>Account Totals</b>	<b>1,165.00</b>	<b>0.00</b>
Centre <b>Amenities</b>				<b>Net Closing Balance</b>	<b>1,165.00</b>	

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				<b>0.00</b>		
26/06/2018	201697	Cashbook	RoSPA report	171.50		
26/06/2018	201699	Cashbook	Reimbursement expenses	51.61		
Account <b>Play Areas</b>				<b>Account Totals</b>	<b>223.11</b>	<b>0.00</b>
Centre <b>Amenities</b>				<b>Net Closing Balance</b>	<b>223.11</b>	

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				<b>0.00</b>		
01/04/2018	118	Journal	SSE Q4 2017/18		127.53	
15/05/2018	201686	Cashbook	Public lighting	49.40		
Account <b>Public Lighting</b>				<b>Account Totals</b>	<b>49.40</b>	<b>127.53</b>
Centre <b>Amenities</b>				<b>Net Closing Balance</b>	<b>78.13</b>	

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				<b>0.00</b>	

**A/c Code** 4331 Village Enhancement

**Centre** 301 Amenities

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

**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>
				<b>Opening Balance</b>	<b>0.00</b>
01/04/2018	111	Journal	Barlow Robbins solicitors bal		3,928.00
07/06/2018	122	Journal	Incorrectly posted to 4141	4,428.00	
Account <b>Contingencies</b>				<b>Account Totals</b>	<b>3,928.00</b>
Centre <b>Special Projects</b>				<b>Net Closing Balance</b>	<b>500.00</b>

**A/c Code** 4440 Housing opposition

**Annual Budget** 7,000

**Centre** 401 Special Projects

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
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 <b>Housing opposition</b>				<b>Account Totals</b>	<b>0.00</b>
Centre <b>Special Projects</b>				<b>Net Closing Balance</b>	<b>3,340.00</b>

**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>
				<b>Opening Balance</b>	<b>0.00</b>
24/04/2018	201684	Cashbook	Terra Firma Consultancy		2,100.00
Account <b>Tfr from EMR</b>				<b>Account Totals</b>	<b>2,100.00</b>
Centre <b>Special Projects</b>				<b>Net Closing Balance</b>	<b>2,100.00</b>

31st March 2018

31st March 2019

<b>Current Assets</b>			
208	VAT Control A/c	2,230	
79,981	Current & Saver Bank A/c	101,557	
27,888	Business BR Tracker A/c	27,902	
72	Petty Cash	54	
101	Pagaham on Parade	101	
<b>108,251</b>			<b>131,844</b>
<b>108,251 Total Assets</b>			<b>131,844</b>
<b>Current Liabilities</b>			
4,090	Creditors	0	
5,688	Accruals	100	
114	Barclaycard	0	
<b>9,891</b>			<b>100</b>
<b>98,360 Total Assets Less Current Liabilities</b>			<b>131,744</b>
<b>Represented By</b>			
36,235	General Reserves		71,719
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
<b>98,360</b>			<b>131,744</b>

The above statement represents fairly the financial position of the authority as at 30/06/2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_