

## 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>
200	Current Bank A/c			6,426.97	
210	Deposit Account			3,581.68	
310	General Reserves				1,581.22
1076	Precept	100	Income		10,700.00
1090	Interest Received	100	Income		1.46
1700	Other Income	100	Income		15,060.00
4000	Staff Salary	110	Administration	3,821.69	
4070	Training	110	Administration	16.00	
4110	Audit Fees	110	Administration	141.67	
4130	Subscriptions & Memberships	110	Administration	324.04	
4150	Insurance	110	Administration	643.15	
4160	Office Consumables	110	Administration	655.99	
4180	Telephone & Broadband	110	Administration	10.00	
4190	Website	110	Administration	197.59	
4200	Utilities	110	Administration	118.80	
4220	Section 137 Expenditure	110	Administration	300.00	
4280	Neighbourhood Plan	110	Administration	167.50	
4300	Grounds Maintenance	130	Grounds	2,186.02	
4310	Oil & Fuel	130	Grounds	36.41	
4320	Equipment	110	Administration	349.96	
4320	Equipment	140	Ball Park	6,206.32	
4400	Ball Park Improvements	140	Ball Park	176.99	
4430	ROSPA	140	Ball Park	66.50	
4500	Christmas Tree/Lights	150	Events	98.00	
4510	RAF Hamswell Day	150	Events	147.50	
4600	Grants & Contributions	160	Grants/Donations	25.00	
<b>Trial Balance Totals :</b>				<b>25,697.78</b>	<b>27,342.68</b>
<b>Difference</b>				<b>-1,644.90</b>	

**Bank Reconciliation Statement as at 23/05/2018  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC A/c	01/04/2017		14,542.22
			<u>14,542.22</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
01/03/2018 87/17	Clerk T Broughton		199.81
16/03/2018 88/17	Greenstripe		7,419.60
18/03/2018 89/17	HMRC/PAYE		50.00
21/03/2018 90/17	SmartWater		118.80
21/03/2018 91/17	Total Accounting		12.00
21/03/2018 92/17	GKR Sheet Metal		27.98
22/03/2018 93/17	LALC		8.00
29/03/2018 94/17	Clerk T Broughton		279.06
			<u>8,115.25</u>
			6,426.97
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			6,426.97
		<b>Balance per Cash Book is :-</b>	<b>6,426.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	10,700	10,700	0			100.0%	
1090 Interest Received	1	0	(1)			0.0%	
1700 Other Income	15,060	0	(15,060)			0.0%	
<b>Income :- Receipts</b>	<b>25,761</b>	<b>10,700</b>	<b>(15,061)</b>			<b>240.8%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>25,761</b>						
<u>110</u> <u>Administration</u>							
4000 Staff Salary	3,822	3,300	(522)		(522)	115.8%	
4070 Training	16	200	184		184	8.0%	
4110 Audit Fees	142	480	338		338	29.5%	
4130 Subscriptions & Memberships	324	400	76		76	81.0%	
4150 Insurance	643	1,400	757		757	45.9%	
4160 Office Consumables	656	60	(596)		(596)	1093.3%	
4180 Telephone & Broadband	10	0	(10)		(10)	0.0%	
4190 Website	198	200	2		2	98.8%	
4200 Utilities	119	0	(119)		(119)	0.0%	
4220 Section 137 Expenditure	300	0	(300)		(300)	0.0%	
4240 Maintenance costs	0	500	500		500	0.0%	
4260 Newsletter	0	200	200		200	0.0%	
4280 Neighbourhood Plan	168	0	(168)		(168)	0.0%	
4320 Equipment	350	0	(350)		(350)	0.0%	
<b>Administration :- Indirect Payments</b>	<b>6,746</b>	<b>6,740</b>	<b>(6)</b>	<b>0</b>	<b>(6)</b>	<b>100.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,746)</b>						
<u>130</u> <u>Grounds</u>							
4300 Grounds Maintenance	2,186	2,500	314		314	87.4%	
4310 Oil & Fuel	36	0	(36)		(36)	0.0%	
<b>Grounds :- Indirect Payments</b>	<b>2,222</b>	<b>2,500</b>	<b>278</b>	<b>0</b>	<b>278</b>	<b>88.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,222)</b>						
<u>140</u> <u>Ball Park</u>							
4320 Equipment	6,206	0	(6,206)		(6,206)	0.0%	
4400 Ball Park Improvements	177	250	73		73	70.8%	
4430 ROSPA	67	90	24		24	73.9%	
<b>Ball Park :- Indirect Payments</b>	<b>6,450</b>	<b>340</b>	<b>(6,110)</b>	<b>0</b>	<b>(6,110)</b>	<b>1897.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,450)</b>						

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Events</u>							
4500 Christmas Tree/Lights	98	150	52		52	65.3%	
4510 RAF Hamswell Day	148	170	23		23	86.8%	
Events :- Indirect Payments	<u>246</u>	<u>320</u>	<u>75</u>	<u>0</u>	<u>75</u>	<u>76.7%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(246)</u></b>						
<u>160 Grants/Donations</u>							
4600 Grants & Contributions	25	0	(25)		(25)	0.0%	
4610 Small Grant Funds	0	300	300		300	0.0%	
Grants/Donations :- Indirect Payments	<u>25</u>	<u>300</u>	<u>275</u>	<u>0</u>	<u>275</u>	<u>8.3%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(25)</u></b>						
<b>Grand Totals:- Receipts</b>	<b>25,761</b>	<b>10,700</b>	<b>(15,061)</b>			<b>240.8%</b>	
<b>Payments</b>	<b>15,689</b>	<b>10,200</b>	<b>(5,489)</b>	<b>0</b>	<b>(5,489)</b>	<b>153.8%</b>	
<b>Net Receipts over Payments</b>	<b><u>10,072</u></b>	<b><u>500</u></b>	<b><u>(9,572)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>10,072</u></b>						

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**Hemswell Cliff Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2018**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

01/04/2017	HSBC A/c	14,542.22
31/03/2018	Deposit Account	3,581.68

**18,123.90**

Unpresented Payments

**8,115.25**

**10,008.65**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**10,008.65**

All Cash & Bank Accounts

Current Bank A/c	6,426.97
Deposit Account	3,581.68
Other Cash & Bank Balances	0.00
<b>Total Cash &amp; Bank Balances</b>	<b>10,008.65</b>

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## Hemswell Cliff Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2018

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	01/04/2017 HSBC A/c	14,542.22
2	31/03/2018 Deposit Account	3,581.68
		<b>18,123.90</b>
<u>Unpresented Payments</u>		
1	01/03/2018 87/17	199.81
1	16/03/2018 88/17	7,419.60
1	18/03/2018 89/17	50.00
1	21/03/2018 90/17	118.80
1	21/03/2018 91/17	12.00
1	21/03/2018 92/17	27.98
1	22/03/2018 93/17	8.00
1	29/03/2018 94/17	279.06
		<b>8,115.25</b>
		<b>10,008.65</b>
<u>Receipts not on Bank Statement</u>		
0	31/03/2018 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>10,008.65</b>
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank A/c	6,426.97
	Deposit Account	3,581.68
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>10,008.65</b>

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<b>Cashbook</b>				
03/04/2017	143215014	Weed Killer	Hemswell Cliff Parish Council	3.25
04/04/2017		Payroll Serviccce	Hemswell Cliff Parish Council	2.00
06/04/2017	416393941	Subscriptions	Hemswell Cliff Parish Council	32.20
24/04/2017		Fuel	Hemswell Cliff Parish Council	0.97
13/05/2017	154576686	Moss Killer	Hemswell Cliff Parish Council	5.22
20/05/2017	994826752	Signs	Hemswell Cliff Parish Council	15.60
08/06/2017	728663503	Flowers External Auditor	Hemswell Cliff Parish Council	8.33
13/09/2017		G Prestwood Fuel	Hemswell Cliff Parish Council	1.01
26/09/2017	876328389	ROSPA Ball Park Inspection	Hemswell Cliff Parish Council	13.30
29/09/2017		G Prestwood/Metal	Hemswell Cliff Parish Council	1.99
17/10/2017	728663503	RAF Hemswell	Hemswell Cliff Parish Council	5.00
17/10/2017	728663503	RAF Hemswell	Hemswell Cliff Parish Council	24.50
18/10/2017	728663503	Flowers By Design Remembrance	Hemswell Cliff Parish Council	5.00
24/10/2017	835586102	Grant Thornton	Hemswell Cliff Parish Council	20.00
11/11/2017		Printer Ink	Hemswell Cliff Parish Council	16.17
13/11/2017	918013152	Payroll	Hemswell Cliff Parish Council	1.67
13/11/2017	660176151	Laptop	Hemswell Cliff Parish Council	28.32
14/11/2017	660176151	Laptop	Hemswell Cliff Parish Council	41.67
26/12/2017	918013152	Payroll set up	Hemswell Cliff Parish Council	8.00
02/01/2018	918013152	Payroll	Hemswell Cliff Parish Council	2.00
02/01/2018		Accounts software	Hemswell Cliff Parish Council	34.07
03/01/2018		Accounts software	Hemswell Cliff Parish Council	34.07
04/01/2018		Accounts software	Hemswell Cliff Parish Council	34.07
12/02/2018	918013152	payroll	Hemswell Cliff Parish Council	0.33
12/02/2018	918013152	Payroll	Hemswell Cliff Parish Council	2.00
12/02/2018	745579881	Christmas Tree electrics	Hemswell Cliff Parish Council	7.60
13/02/2018	763750611	NP event	Hemswell Cliff Parish Council	33.50
16/03/2018	694491685	Ball Park Equipment	Hemswell Cliff Parish Council	1,236.60
21/03/2018	643114863	Annual Subscription	Hemswell Cliff Parish Council	19.80
21/03/2018	918013152	Payroll	Hemswell Cliff Parish Council	2.00
22/03/2018	408556737	Wood Stain	Hemswell Cliff Parish Council	4.66
<b>Total VAT Detail from Cashbook</b>				<b>1,644.90</b>

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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.....  
 (Full name in BLOCK LETTERS)

am claiming a refund of one thousand, six hundred and forty four pounds and 90 pence  
 (Pounds in words pence in figures)

£ 1,644.90
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which is the VAT charged on goods and services bought for non-business activities. \*The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature ..... Date .....  
 (Designated responsible officer)

\*Delete as appropriate

#### Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.